

1996

# Center for Undergraduate Studies Catalog 1996-97

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**Center for  
Undergraduate  
Studies**

**CATALOG  
1996-1997**





# **Nova Southeastern University**

## **The James M. Farquhar Center for Undergraduate Studies**

**College of Professional and Liberal Studies  
College of Career Development**

**1996-97 Catalog  
Published July 1996**

Policies and programs in this catalog are effective through June 1997. Regulations and requirements, including fees, are necessarily subject to change without notice at any time at the discretion of the Nova Southeastern University administration.

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

Nova Southeastern University is a member of the American Association of Colleges for Teacher Education.

This catalog is printed on recycled paper.



Nova Southeastern University is committed to providing an educational environment that encourages students to be the best they can be. Historically, Nova has provided quality education through a diverse array of delivery systems ranging from the traditional to state-of-the-art electronic technologies. Consistent with our mission statement, we prepare students for leadership roles in the professions and provide support for research and community service while maintaining an environment fostering creativity and innovation. We recognize that as Will Rogers once noted, "Even if you're on the right track, if you just sit there you'll get run over."

Given our commitment to providing educational opportunities that prepare tomorrow's professionals to serve optimally their professions, clients, and society, it is essential that curricula be designed at each level to effectuate this mission. Tomorrow's professionals must possess not only the traditional attributes--expertise, ethical sensibilities, and commitment to furthering professional and societal values--but also the capacity to utilize contemporary technology, apply and appreciate relevant findings and approaches of other disciplines, and to operate in a culturally diverse milieu.

Nova Southeastern's goal is to maintain and enhance the array of professional schools and concomitant programs required to fulfill its mission. It must support, enhance, and expand existing professional centers and, where appropriate, reorganize University components to facilitate synergy and enhance the education of professionals. We believe that education is not merely a means to an end, but is itself intrinsically valuable. Accordingly, the time spent at Nova Southeastern by students, faculty, and staff should be informative, exciting, and rewarding.

We welcome you in joining in our common mission of creating the best possible educational setting.

*Ovid C. Lewis*  
*President*

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# ACADEMIC CALENDAR

	Professional and Liberal Studies	Career Development	Computer and Information Sciences
<b>FALL 1996</b>			
Registration	July 29-Aug. 17	July 29-Aug. 17	July 29-Aug. 17
Late Registration	After Aug. 17	After Aug. 17	After Aug. 17
New Student Orientation	Aug. 21-24		
Classes Begin	Aug. 26	Aug. 26	Aug. 26
Change of Registration (prior to 2nd week)	Aug. 26-31	Aug. 26-Sept. 1	Aug. 26-Sept. 1
<b>LABOR DAY -</b>	Sept. 2	Sept. 2	Sept. 2
University Closed			
<b>NO DAY CLASSES</b>	Sept. 3		
<b>ROSH HASHANAH -</b>			
University Closed		Sept. 14	
(Saturday classes will meet off-campus)			
<b>YOM KIPPUR -</b>			
University Closed	Sept. 23		
Night Classes Meet		Sept. 23	
End of Withdrawal (prior to 7th week)	Oct. 5	Oct. 8	
Classes End	Oct. 18	Oct. 21	
Registration	Sept. 23-Oct. 12	Sept. 23-Oct. 12	
Late Registration	After Oct. 12	After Oct. 12	
Classes Begin	Oct. 21	Oct. 23	
Change of Registration (prior to 2nd week)	Oct. 21-26	Oct. 23-30	
<b>Winter Registration</b>	Nov. 18-22		
Continuing Students			
Late Registration	After Nov. 22		
Continuing Students			
<b>THANKSGIVING -</b>	Nov. 28-29	Nov. 28-30	Nov. 28-30
University Closed			
No Night Classes		Nov. 27	Nov. 27
End of Withdrawal (prior to 7th or 15th week)	Nov. 27	Dec. 7	Dec. 7
Classes End	Dec. 12	Dec. 21	Dec. 21

# ACADEMIC CALENDAR

## WINTER 1997

	Professional and Liberal Studies	Career Development	Computer and Information Sciences
Registration	Dec. 2-20	Dec. 2-20	Dec. 2-20
Late Registration	After Dec. 20	After Dec. 20	After Dec. 20
New Year's Day - University Closed	Jan. 1	Jan. 1	Jan. 1
Classes Begin	Jan. 8	Jan. 6	Jan. 6
Change of Registration (prior to 2nd week)	Jan. 8-14	Jan. 6-11	Jan. 6-11
MARTIN LUTHER KING DAY - University Closed	Jan. 20	Jan. 20	Jan. 20
End of Withdrawal (prior to 7th week)	Feb. 15	Feb. 17	
Classes End	Feb. 28	March 3	
SPRING BREAK	March 1-9	March 4-6	March 4-6
Registration	Feb. 10-28	Feb. 10-28	
Late Registration	After March 1	After March 1	
Classes Begin	March 10	March 7	
Change of Registration (prior to 2nd week)	March 10-15	March 7-13	
GOOD FRIDAY - University Closed	March 28	March 28	March 28
No Classes		March 29	March 29
Fall Registration Continuing Students	April 14-18		
End of Withdrawal (prior to 7th or 15th week)	April 16	April 19	April 19
Classes End	April 30	May 3	May 3

## SPRING/SUMMER 1997

Registration	April 9-26	April 9-26	April 9-26
Late Registration	After April 26	After April 26	After April 26
Classes Begin	May 5	May 5	May 5
Change of Registration (prior to 2nd week)	May 5-10	May 5-10	May 5-10
MEMORIAL DAY - University Closed	May 26	May 26	May 26
End of Withdrawal (prior to 7th week)	June 11	June 14	
Classes End	June 25	June 28	
Registration		June 2-June 21	
Late Registration		After June 21	
Classes Begin		June 30	
Change of Registration (prior to 2nd week)		June 30-July 5	
INDEPENDENCE DAY - UNIVERSITY CLOSED	July 4	July 4	July 4
End of Withdrawal		Aug. 9	Aug. 9
Classes End		Aug. 23	Aug. 23

# PLANNING CALENDARS

## Calendar for 1996

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2	1 2 3 4 5 6	1 2 3 4	1
7 8 9 10 11 12 13	4 5 6 7 8 9 10	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8
14 15 16 17 18 19 20	11 12 13 14 15 16 17	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15
21 22 23 24 25 26 27	18 19 20 21 22 23 24	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22
28 29 30 31	25 26 27 28 29	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29
1 New Year's Day	14 Valentine's Day (USA)	31	4 Passover: 5 Good Friday	6 May Day (UK), 12 Mother's Day	30
15 Martin Luther King Jr. Day (USA)	19 Presidents' Day (USA)	17 St. Patrick's Day	7 Easter	26 Whitsunday (Pentecost)	14 Flag Day (USA)
	22 Washington's Birthday (USA)	31 Palm Sunday	7 Daylight Saving Time Begins	27 Memorial Day (USA)	18 Father's Day
			24 Prof. Secretaries Day/SM	27 Spring Holiday (UK)	
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5 6	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5	1 2	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14
14 15 16 17 18 19 20	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19	10 11 12 13 14 15 16	15 16 17 18 19 20 21
21 22 23 24 25 26 27	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26	17 18 19 20 21 22 23	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28 29 30 31	29 30	27 28 29 30 31	24 25 26 27 28 29 30	29 30 31
1 Canada Day (Can)	26 Late Summer Holiday (UK)	2 Labor Day	14 Columbus Day (USA)	11 Veterans Day (USA)	8 Hanukkah
4 Independence Day (USA)		14 Rosh Hashana	14 Thanksgiving (Can)	11 Remembrance Day (Can)	25 Christmas
		23 Yom Kippur	16 National Boss Day	28 Thanksgiving (USA)	26 Boxing Day (Aust. Can. NZ, UK)
			27 Daylight Saving Time Ends		

## Calendar for 1997

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7
5 6 7 8 9 10 11	2 3 4 5 6 7 8	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14
12 13 14 15 16 17 18	9 10 11 12 13 14 15	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21
19 20 21 22 23 24 25	16 17 18 19 20 21 22	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28
26 27 28 29 30 31	23 24 25 26 27 28	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30
1 New Year's Day	12 Ash Wednesday	30 31		5 May Day (UK), 11 Mother's Day	
20 Martin Luther King Jr. Day (USA)	12 Lincoln's Birthday (USA)	17 St. Patrick's Day	5 Daylight Saving Time Begins	18 Whitsunday (Pentecost)	14 Flag Day (USA)
	14 Valentine's Day	22 Palm Sunday	22 Passover	19 Victoria Day (Can)	15 Father's Day
	22 Washington's Birthday (USA)	28 Good Friday	23 Prof. Secretaries Day/SM	26 Spring Holiday (UK)	
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4 5	1 2	1 2 3 4 5 6	1 2 3 4	1	1 2 3 4 5 6
6 7 8 9 10 11 12	3 4 5 6 7 8 9	7 8 9 10 11 12 13	5 6 7 8 9 10 11	2 3 4 5 6 7 8	7 8 9 10 11 12 13
13 14 15 16 17 18 19	10 11 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18	9 10 11 12 13 14 15	14 15 16 17 18 19 20
20 21 22 23 24 25 26	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25	16 17 18 19 20 21 22	21 22 23 24 25 26 27
27 28 29 30 31	24 25 26 27 28 29 30	28 29 30	26 27 28 29 30 31	23 24 25 26 27 28 29	28 29 30 31
1 Canada Day (Can)	31		2 Rosh Hashana		24 Hanukkah
4 Independence Day (USA)	25 Late Summer Holiday (UK)	1 Labor Day	11 Yom Kippur	11 Veterans Day (USA)	25 Christmas
			13 Columbus Day (USA)	11 Remembrance Day (Can)	26 Boxing Day
			13 Thanksgiving (Can)	27 Thanksgiving (USA)	(Aust. Can. NZ, UK)
			16 Nat. Boss Day, 26 DST Ends		

## Calendar for 1998

JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3	1 2 3 4 5 6 7	1 2 3 4 5 6 7	1 2 3 4	1 2	1 2 3 4 5 6
4 5 6 7 8 9 10	8 9 10 11 12 13 14	8 9 10 11 12 13 14	5 6 7 8 9 10 11	3 4 5 6 7 8 9	7 8 9 10 11 12 13
11 12 13 14 15 16 17	15 16 17 18 19 20 21	15 16 17 18 19 20 21	12 13 14 15 16 17 18	10 11 12 13 14 15 16	14 15 16 17 18 19 20
18 19 20 21 22 23 24	22 23 24 25 26 27 28	22 23 24 25 26 27 28	19 20 21 22 23 24 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27
25 26 27 28 29 30 31		29 30 31	26 27 28 29 30	24 25 26 27 28 29 30	28 29 30
1 New Year's Day	12 Lincoln's Birthday (USA)		5 Palm Sunday	4 May Day (UK), 10 Mother's Day	
19 Martin Luther King Jr. Day (USA)	14 Valentine's Day	17 St. Patrick's Day	5 Good Friday	10 Victoria Day (Can)	14 Flag Day (USA)
	22 Washington's Birthday (USA)		10 Passover	25 Mem. Day/USA, Spr. Holi (UK)	21 Father's Day
	25 Ash Wednesday		11 Easter	31 Whitsunday (Pentecost)	
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
1 2 3 4	1	1 2 3 4 5	1 2 3	1 2 3 4 5 6 7	1 2 3 4 5
5 6 7 8 9 10 11	2 3 4 5 6 7 8	6 7 8 9 10 11 12	4 5 6 7 8 9 10	8 9 10 11 12 13 14	6 7 8 9 10 11 12
12 13 14 15 16 17 18	9 10 11 12 13 14 15	13 14 15 16 17 18 19	11 12 13 14 15 16 17	15 16 17 18 19 20 21	13 14 15 16 17 18 19
19 20 21 22 23 24 25	16 17 18 19 20 21 22	20 21 22 23 24 25 26	18 19 20 21 22 23 24	22 23 24 25 26 27 28	20 21 22 23 24 25 26
26 27 28 29 30 31	23 24 25 26 27 28 29	27 28 29 30	25 26 27 28 29 30 31	29 30	27 28 29 30 31
1 Canada Day (Can)	30 31	7 Labor Day	12 Columbus Day (USA)	11 Veterans Day (USA)	14 Hanukkah
4 Independence Day (USA)	31 Late Summer Holiday (UK)	21 Rosh Hashana	12 Thanksgiving (Can)	11 Remembrance Day (Can)	25 Christmas
		30 Yom Kippur	16 National Boss Day	26 Thanksgiving (USA)	26 Boxing Day
			25 Daylight Saving Time Ends		(Aust. Can. NZ, UK)





# NOVA SOUTHEASTERN UNIVERSITY

## MISSION STATEMENT

Nova Southeastern University provides educational programs of distinction from prekindergarten through the doctoral level at times and in locations convenient to students, prepares students for leadership roles in business and the professions, encourages research and community service, and fosters an atmosphere of creativity and innovation utilizing technology where appropriate.

Approved by the Board of Trustees  
June 22, 1992

Nova Southeastern University provides quality education leading to the bachelor of science or bachelor of arts degree. Undergraduate Studies at Nova Southeastern are designed to produce students who think clearly, communicate effectively, understand new technology and ideas, and analyze and solve problems. Knowledge and skills are acquired in the areas of behavioral and social sciences, communications, humanities and arts, economics, science, mathematics, and technology. Moreover, students will specialize in a preferred area of concentration, preparing them to enter or advance in careers or continue with graduate studies.

Faculty and administration are sensitive and responsive to the needs of the individual. They are available to students throughout the day. Faculty are chosen because of their commitment to teaching and learning. They challenge students to excel in their studies and maintain an openness to new information. Students receive thoughtful academic and personal guidance by professional advisers. Classes are small and interactive.

At Nova Southeastern, students will have the advantage of studying at a major university with nationally recognized graduate programs and research. Eligible undergraduates who complete their bachelor's degree will have the opportunity to move directly into Nova Southeastern's graduate degree programs, which include an array of master's, educational specialist, and doctoral programs. Graduates will enter their chosen career or graduate program highly qualified; they will have acquired the skills, knowledge, and understanding necessary to excel in a rapidly changing international, multicultural, and technological society.

## THE FARQUHAR CENTER MISSION STATEMENT

The Farquhar Center for Undergraduate Studies acknowledges and supports the diversity of its student population. We recognize that the social and economic challenges facing our community call for thoughtful and compassionate responses. Therefore, we commit the resources of this institution to the development of a four-year course of study that encourages students to establish socially and ecologically sound value systems and relationships. We believe that a responsible educational institution appreciates that learning is neither time bound nor attached to specific locations. Through the innovative use of technology and creative classroom formats, we will provide students with flexible and alternative contexts for learning. Holding to the belief that the *foundation* of the undergraduate experience lies in the face-to-face contact between students and teachers, we commit ourselves to support the small class setting as the primary venue for the exploration and examination of important issues of our time. We believe that a thorough, intelligent, and open exchange of ideas among members of our community, coupled with responsible interpersonal communication, is the best preparation for graduate and professional schools, and for considerate and reasonable behavior in the private and public spheres.

### College of Professional and Liberal Studies

The College of Professional and Liberal Studies provides recent high school graduates a quality education leading to either the bachelor of science or the bachelor of arts degree. Students enroll in a general education program that combines an integrated curriculum of interdisciplinary core studies emphasizing effective writing, communication, and critical analysis, with a required distribution of courses in the areas of literature, art, history, science and technology, oral communication, and hemispheric and global diversity. The general education program is intended to help students think clearly, communicate effectively, understand new technologies, solve problems effectively, and appreciate the connections that bind us as individuals into a community and that enhance the quality of life. Equally important, students study and work in major fields that prepare them to enter careers or to continue with graduate studies. Students have the additional opportunity for instruction and guidance from faculty in graduate centers of Nova Southeastern University in the areas of business, education, behavioral sciences, law, oceanography, science, and computer science. This unique programming is made possible through individualized attention by a professional advising staff committed to optimal academic achievement.

## College of Career Development

The College of Career Development has been designed for adults. Courses are offered in the evenings and on weekends on campus and at institutional, industrial, and other off-campus locations convenient to the student. Although course content meets traditional educational requirements, courses are scheduled to meet the needs of employed students and are taught by University professors as well as knowledgeable professionals in the community.

Most of the approximately 2,500 students currently enrolled in the Career Development Studies Program are employed and have families. They bring with them a mature, stable, and determined interest in enhancing themselves through acquiring new knowledge and skills. They have considerable practical experience and a desire to play an active role in their future education. As a diverse population of individuals, Career Development students establish support networks, helping each other succeed despite conflicting time demands and outside responsibilities. Collectively, their rich backgrounds bring an added source of knowledge and excitement to the educational environment.

## **Institute for Retired Professionals**

In order to serve the special needs of the growing retirement community in South Florida, the Farquhar Center has established the Institute for Retired Professionals (IRP). The program focuses attention on how the educated person can creatively occupy newly found full-time leisure.

Modeled after the highly successful IRP at the New School for Social Research in New York City, Nova Southeastern's institute offers an opportunity for retired professionals to renew their education. Because of their varied interests and life experiences, IRP members act as teachers and students, thus sharing with and learning from one another. In the IRP, retirees from all walks of life explore new interests and directions.

The institute meets from mid-October through May, followed by a summer session of four to six weeks. Two different classes meet each day, one from 10:00 a.m. to 11:30 a.m. and the other from 12:30 p.m. to 2:00 p.m.

**Discussion Groups and Seminars.** During the week, there are discussion groups, seminars, and classes on a wide variety of subjects ranging from fine arts and music appreciation to politics, current events, self-awareness, and the law. The areas of study are chosen by the IRP membership, and group leaders and discussion leaders are members.

**Lecture Series and Workshops.** Members attend lecture courses and workshops conducted by Nova Southeastern University faculty and other experts exclusively given for the IRP. In addition, members are extended the privilege of auditing two undergraduate courses per year at no charge.

**Field Trips, Social Gatherings, and Special Events.** IRP members enjoy travel! Day field trips and weekend and weeklong jaunts are planned by a committee. Some recent visits have included St. Augustine, Asolo State Theatre in Sarasota, the Edison Home in Fort Myers, and the Spoleto Festival in Charleston, South Carolina. IRP members enjoy parties! Luncheons and parties are planned and hosted by members.

**Summer Program.** Each year, a summer study program is designed to meet the membership's needs. In addition, a travel/study experience abroad is part of the program. Recent summer trips have included Israel and Egypt, as well as China and Russia.

Additional printed information is available about the IRP by calling (954) 475-7337 or 7036 and 800-338-4723, Ext. 7337 or 7036, for non-local callers.

## RESOURCES

The administrative offices of the Farquhar Center are located in the Parker Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. The telephone number for the main campus is (954) 475-7360 or 800-338-4723.

### Campus and Off-Campus Locations

The main campus of Nova Southeastern University is southwest of Fort Lauderdale, Florida, approximately 10 miles inland from the Atlantic Ocean and is easily accessible from major U.S. and state highways, including I-95 and Florida's Turnpike. The Oceanographic Center is located on the south side of the marine entrance to Port Everglades at 8000 North Ocean Drive, Dania. The medical school is located at 1750 Northeast 167th Street, in North Miami Beach.

### Libraries

The Albert and Birdie Einstein Library, located in the Parker Building, houses the University's major collection of books and journals in the humanities and sciences. Its more than 200,000 volume equivalents can be searched through the library's computer catalogue, considerably more sophisticated than the traditional card catalog. Also, more than 40 specialized indexes in CD-ROM format are available, as is dial-up access to the online catalog, and full text access to many databases, via the Electronic Library [(954) 475-7496]. The university libraries have a priority document delivery relationship with Wayne State University in Detroit.

The Einstein Library is equipped to perform online literature searches using DIALOG information databases, and reference librarians will assist students in structuring searches.

The library is a member of SEFLIN and FLIN, cooperative library networks that speed access to materials from other institutions throughout Florida. The Einstein Library has also been named a cooperating library of the Foundation Center in New York, giving students access to a special collection for grants and foundation research.

Through the Distance Library Services Office, students off campus have access to books, journal articles, Educational Resources Information Center (ERIC) documents, interlibrary loans, database searches, and reference librarians specializing in services to remote student locations. Students may request materials 24 hours a day, using mail, phone, fax, or home computer [Phone (954) 475-7388, fax (954) 476-4760].

The William Springer Richardson Library, at Nova Southeastern's Oceanographic Center, houses a specialized collection of books and periodicals in physical, biological, and chemical oceanography.

The Health Professions Division Library contains card and computerized catalogs of holdings, more than 11,000 book titles, 783 active journals, and more than 800 audio and video tapes. The library is a member of DOCLINE, which is the National Library of Medicine's online, interlibrary loan service, coordinating with medical libraries in the United States. [(954) 723-1100]

The University School Media Center maintains an integrated collection of print and nonprint materials designed for students from prekindergarten through high school.

The Law Library of the Shepard Broad Law Center, with a collection numbering more than 261,000 volume equivalents, contains the standard materials required for legal study and research. It is one of the few collections in the country designated as a depository for United Nations documents. It is also designated as a depository for state and federal documents [(954) 452-6200].

## **Computing and Laboratory Facilities**

Laboratory experience is available in electronics, computer science, and engineering, as well as in general physics and life science.

An "ethernet" computer network connecting individual computers and terminals to each other and to the university computing system has been established on campus allowing the development of a local area network for electronic interaction among students, faculty, and administration. Computing resources include several DEC VAX servers and SUN servers and workstations. Laboratories contain personal computers and Macintosh systems for student use. The UNIX operating system serves as the host for numerous computing and communication activities. Nova Southeastern University is a member of SURAnet and maintains a T1 connection to the Internet.

## **Academic Support Centers**

Academic Support's Language Arts and Math Centers assist students with their writing assignments and skills in English grammar and structure, reading, studying, computer literacy, mathematics, accounting, and statistics. For the bilingual student, assistance in English language development is available. Staffed by writing and math specialists, as well as peer tutors, the centers provide a supportive environment for interactive sessions in which specialists and students collaborate on improving students' communication and mathematics skills. Computer assisted instruction and workshops on topics such as goal setting and time management, critical reading, text and lecture note taking, and test taking strategies are also available.

## **Textbooks**

Textbooks should be purchased before the first class and are available at Nova Books which is located in the Rosenthal Student Center. Along with textbooks, the bookstore carries school supplies, and a wide range of software, available at student prices (up to 75% off list prices). The bookstore is open Monday through Friday 8:30a.m. - 6:15p.m., and Saturdays 10:00a.m. - 1:30p.m. (call for information about extended hours at the beginning of the semester). Students at off-campus locations may order textbooks by phone, fax, or e-mail. Please have your course number, and site location available when ordering, or requesting book information. Your books will be shipped out UPS, usually within 24 hours. Textbook titles are posted on the Student Services Bulletin Board on the third floor of the Parker Building. For more information, please call Nova Books at (954) 476-4750, or 800-509-BOOK, fax at (954) 476-4759, or e-mail novabook@alpha.acast.nova.edu. For faster service, please send all correspondence to Nova Books, PO Box 290670, Fort Lauderdale, FL 33314.

## **Housing**

Nova Southeastern University offers a residential living program that is designed to meet the basic needs of students. Undergraduate students are housed in the newest four-story residence hall. This 304-bed facility offers double accommodations (two students) with a private bathroom. A limited number of singles are available on a first-come, first-served basis at additional cost. All rooms are furnished with twin beds, desks, dressers, chairs, shelving, and ample closet space. Rooms are cable TV-ready and are wired for computer hook-up. Air conditioning, heating, and local phone service are also included.

Located within the residence hall are a spacious lobby area, TV lounge, the Office of Residential Life, ample laundry facilities, the mailroom, a kitchen, two classrooms, a computer lab, and study lounges on every floor. All undergraduate residents residing in this residence hall are required to purchase a meal plan. Apartment-style housing is also available for married students.

For further information about housing and residential life, call the Office of Residential Life, (954) 475-7052 or 800-541-6682, Ext. 7052.

## **Meal Plans**

The University offers a meal plan that provides students with the convenience of eating in the dining hall on campus. Meal plans are available to all undergraduate students and are required for those residing in Goodwin Residence Hall. For additional meal plan information, call or write the Office of Residential Life, (954) 475-7052, or 800-541-6682, Ext. 7052.

## **Students with Disabilities**

Nova Southeastern University provides services to meet the needs of students with disabilities. Students having special needs should contact Caryn Asleson in the Student Advising Center at (954) 475-7527 or 800-338-4723, Ext. 7527, at least two weeks before the beginning of the first term of enrollment.

## **Experiential Learning**

Numerous opportunities to receive academic credit for experiential learning within local, national and international settings are available to undergraduate students. Nova Southeastern University assists students in locating paid or nonpaying work or service experiences within the community. In addition, the Farquhar Center is deeply committed to providing service and assistance to the community through experiential learning opportunities for its students. Experientially-based courses allow students to work closely with faculty, employers and community leaders.

The Cooperative Education Program is administered jointly with the Career Resource Center. Students can obtain practical, paid work experience and academic credit in an off-campus position related to their academic major or career choice. Nonpaying work experiences also are available under the Internship Program. These courses are open to all degree-seeking students with a



cumulative GPA of 2.5 or higher who have completed at least 36 credit hours. Co-op and Internship placements are for a minimum of 10 hours per week for 16 weeks.

The **Service-Learning Program** offers undergraduate students service experiences within local, national or international agencies. Courses are designed to provide students with service experiences related to the undergraduate core curriculum, leading to personal and academic reflection and growth. One-credit service-learning courses focus on educational, environmental, social, cultural or biomedical issues of concern to students, faculty and the community. International service-learning courses in Mexico and Ecuador are offered as well. Faculty also include service-learning as a component within courses related to academic majors and the core curriculum.

Students interested in any of the above experiential learning programs should contact the Coordinator of Community Service in Parker 206 or call (954) 236-4077.

## **MEMBERSHIP**

Nova Southeastern University is a member of the Florida Association of Colleges and Universities, the Independent Colleges and Universities of Florida, the American Council on Education, the College Entrance Examination Board, the Council for Adult and Experiential Learning, the Southeast Florida Educational Consortium, the American Association of Colleges for Teacher Education, and the Association of American Colleges. Programs in undergraduate education are approved by the Florida Department of Education.

## **ACCREDITATION**

Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin. Courses in education have program approval from the Florida Department of Education.

## **NONDISCRIMINATION**

Nova Southeastern fully subscribes to and practices a policy of nondiscrimination in admissions and enrollment. No applicant or enrolled student shall be discriminated against because of religion, sex, handicap, color, or national or ethnic origin. The University registrar is designated as the policy coordinator to assure compliance with all federal, state, and local laws and regulations relative to nondiscrimination.



# FINANCES AND STUDENT AID

## TUITION AND FEE SCHEDULE FOR 1996-97

Application fee	
Professional & Liberal Studies (nonrefundable)	\$ 25
Career Development (nonrefundable)	\$ 25
Registration fee (nonrefundable)	\$ 25
Late registration fee (nonrefundable)	\$ 50
Tuition deferment fee	\$ 50
Tuition (per credit hour) on campus	\$325
Tuition (per credit hour) off campus	\$305
Application for degree processing fee	\$ 65
Laboratory fee (per credit)	\$ 15
Materials fee (variable where applicable)	
Student activities fee (per semester)	\$ 75
Student services fee (per semester)	\$ 10
Orientation fee	\$ 75
Transcript fee	\$ 5
Credit by examination (3 credits)	\$125
Cap and gown rental (fee assessed at time of graduation)	

## REGISTRATION

### PROFESSIONAL AND LIBERAL STUDIES PROGRAM

Each semester at Nova Southeastern has a designated registration period that is listed in the *Schedule of Classes*. Students should schedule an appointment with their adviser once the *Schedule of Classes* becomes available in order to review their choice of classes. All students must have their student transaction forms signed by their adviser prior to completing the registration process. Students who register after the designated registration period will pay a late fee.

Priority registration is a service offered to our continuing Nova Southeastern students. Priority registration allows you to secure your classes before new students are allowed to register. Payment is not required at the time of priority registration. To qualify for priority registration, you must have no outstanding balance for the current semester. Winter priority registration is conducted in November, and fall priority registration is held in April.

To register in person, submit your completed Student Transaction Form to the Office of the University Registrar, Horvitz Administration Building, first floor. The office is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to noon. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Horvitz Administration Building, first floor. Accounts Receivable is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to noon. The Student Transaction Form with payment for tuition and fees may also be mailed to the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

## CAREER DEVELOPMENT PROGRAM

Each term at Nova Southeastern has a designated registration period. Any student who completes registration after the close of the official registration period will be assessed a late fee.

All students are assigned an adviser who will assist in the selection of appropriate courses. An adviser's signature is required on the Student Transaction Form in order to register for classes. The Student Advising Center is located on the third floor of the Parker Building. Advisers are available by appointment or on a walk-in basis.

To register in person, submit your completed Student Transaction Form to the Office of the University Registrar, Horvitz Administration Building, first floor. The office is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 noon. Tuition and fees must be paid at the time of registration to the Accounts Receivable Office, Horvitz Administration Building, first floor. Accounts Receivable is open Monday through Thursday 8:30 a.m. to 7:00 p.m., Friday 8:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 12:00 p.m. The Student Transaction Form with payment for tuition and fees may also be mailed to the Office of the University Registrar, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

## PAYMENT POLICY

Nova Southeastern University requires that tuition for all courses be paid in full at the time of registration. Checks should be made payable to Nova Southeastern University. Students may choose to pay tuition and fees by cash, check, MasterCard, VISA, American Express, or Discover. To pay by charge card when mailing a registration, clearly print the account number and the expiration date in the designated area of the registration form.

Students receiving financial aid are allowed to consider certain types of loans and other aid, as confirmed on the financial aid computer, to satisfy their bills at registration, even though the aid or loans have not yet been physically disbursed to them or posted to their accounts.

Students eligible for employee-sponsored tuition reimbursement benefits may defer tuition payment until five weeks after the end of each course; however, at the time of registration, the student must submit postdated checks or future credit card authorizations (for processing five weeks after the end of the course) and furnish a statement of eligibility from the employer. There is a \$50 fee for this option; this fee and other charges (excluding tuition) must be paid at the time of registration.

Full-time undergraduates may also elect to pay in three installments: 50 percent of tuition plus all fees including \$50 fee for this option at registration, 25 percent 60 days after registration, and 25 percent 90 days after registration. Postdated checks or credit card authorizations for the two later payments must be provided at the time of registration.

## Change of Registration

The Change of Registration Period is the first week of a term. A student may drop one course and add another course in its place during the first week of the term without a financial penalty by submitting a Student Transaction Form, available in the Registrar's Office. To add a course after the first class meeting, written permission must be obtained from the instructor or program adviser.

## Withdrawal Period with a Refund

Students who wish to receive a refund of tuition upon withdrawal from a course must complete a Student Transaction Form, available in the Registrar's office. The following schedule will apply:

### Professional and Liberal Studies Students:

- 100 percent refund: notice of drop in writing before the first class meeting
- 75 percent refund: notice of drop in writing by the end of the first week, regardless of class attendance
- 50 percent refund: notice of drop in writing by the end of the second week, regardless of class attendance.

No refund will be made after the end of the second week. The \$200 deposit paid in the Professional and Liberal Studies Program is not refundable.

### Career Development Students:

- 100 percent refund: notice of drop in writing before the first class meeting
- 75 percent refund: notice of drop in writing before the second class meeting, regardless of class attendance
- 50 percent refund: notice of drop in writing before the third class meeting, regardless of class attendance.

Refunds will be based on the postmark date or the registrar's stamped date of written notification, not the last date of attendance. Fees other than tuition are not refundable.

To withdraw from a course after the refund period, see the Withdrawal policy on page 34.

## **Refund Policy for Students in the Paralegal/Legal Assistant Studies Program**

Students are held financially responsible only for those courses taken. Students who wish to receive a refund of tuition upon dropping a course must complete an official Student Transaction Form. The following schedule will apply:

- 100 percent refund: before the first class meeting
- 75 percent refund: before the second class meeting
- 50 percent refund: before the third class meeting.

Refunds will be based on the last date of attendance. All monies will be refunded if the applicant cancels the enrollment agreement within three business days after signing. All monies will be refunded if the applicant is rejected as a student.

### **Exceptional Circumstances**

Refunds or credits to your account for exceptional circumstances after the first day of class will be considered only when the following terms are satisfied:

1. **MEDICAL** - A doctor's explanation should be submitted indicating why you should not continue in class or why your school load should be decreased. Dates of illness are required to determine if this illness occurred during the term. For a hospital stay, receipts (with dates) must be provided.
2. **EMPLOYMENT EMERGENCY** - A letter from the personnel office of your employer should be submitted stating dates and reasons you were unable to attend.
3. Other reasons must be supported by a written explanation of why you were unable to attend. Dates and receipts, if appropriate, must be included. Each situation will be handled on an individual basis.

It is the responsibility of the student to provide the necessary documentation to the director of student affairs, who will then approve or disapprove the request and submit it to the registrar's office. Requests for refunds must be made during the semester the course was taken.

If a 100 percent refund or credit is granted, the course or courses will be removed from the student's record.

## **INTERRUPTION OF STUDIES**

A student who enrolls at Nova Southeastern University has the option of graduating by meeting program requirements in the University catalog that was in effect when the student entered or when he/she graduates. When there is a major break in attendance (one calendar year from the end of the last term enrolled), the student will then meet the requirements of the catalog in effect when he or she returns or graduates, or as agreed upon by the academic program director and the student.

## **STUDENT FINANCIAL AID 1996-97**

The Office of Student Financial Aid administers the University's financial aid programs of grants, loans, scholarships, and student employment. In addition, professional financial aid advisers can help students plan for the most efficient use of their financial resources for education.

To the extent that financial aid funds are available, it is the purpose of the Office of Student Financial Aid to provide needy, qualified students with financial aid in the form of loans, grants, and employment. In order to make the best use of funds, awards normally consist of a "package" of two or more of these types of aid.

Underlying the awarding of financial assistance is the accepted philosophy that students have a responsibility for contributing, from earnings and savings, toward their own costs. Financial aid resources serve to supplement the student's resources.

A student must be a U.S. citizen or be in the United States for other than temporary purposes and must be enrolled at least half time (six hours per semester) in a degree-granting program in order to receive financial aid. Some financial aid programs only require three semester hours each term.

A prospective student who will require financial aid in order to attend the University should apply for financial assistance while a candidate for admission. Students must complete the University's Financial Aid Application, and submit the Free Application for Federal Student Aid (FAFSA) for need analysis.

Financial aid applications are accepted throughout the year, but it is important to note that the priority deadline date for receipt of aid applications is April 3. New applications must be filed each year, whether or not funds were received previously. In awarding available funds, preference is given to students who file their applications by the priority deadline date. Generally, full-time students must earn 20 credits each academic year and maintain a cumulative GPA of 2.0 or higher in order to qualify for renewal of financial assistance.

The following is a brief, general description of the major financial assistance programs available through the Office of Student Financial Aid:

## FEDERAL PROGRAMS

**Federal Pell Grant.** The Federal Pell Grant Program provides federal grant aid to needy undergraduate students who are enrolled for at least three credits per semester. Awards range from \$400 to \$2,440 per year, and no repayment is required. All undergraduates who apply for need-based assistance are required to apply for a Pell Grant, as it is the basis upon which all other aid is awarded.

**Federal Supplemental Educational Opportunity Grant (FSEOG).** The FSEOG program provides additional grant assistance to needy undergraduate students. Funds are limited, and priority is given to full-time students who meet the April 1 deadline.

**Federal Subsidized Stafford Loans (FSL).** The Stafford Loan program provides low-interest, need-based loans through participating banks, credit unions, and other financial institutions. Undergraduate students who are enrolled at least half time are eligible to apply. The interest rate is variable, but not higher than 8.25 percent. Freshmen may borrow up to \$2,625 per year, sophomores may borrow up to \$3,500, and juniors and seniors may borrow up to \$5,500 per academic year. The federal government pays the interest to the lender during your enrollment in school. Repayment begins six months after the student is no longer enrolled at least half time.

**Federal Unsubsidized Stafford Loan.** This program provides long-term, low-interest, unsubsidized educational loans, regardless of need. This loan is available to those students who do not qualify for all or a portion of the Federal Subsidized Stafford Loan and to independent students wishing to borrow loan funds in addition to the Federal Subsidized Stafford Loan. Freshmen may borrow up to \$6,625 annually from the two programs (combined). Sophomores may borrow a combined annual total of \$7,500. Students who have reached junior status and above may borrow up to \$10,500 annually from the two programs (combined). The interest rate is the same as that of the subsidized Stafford Loan, and repayment begins six months after the student ceases at least half-time enrollment. However, unlike the need-based subsidized Stafford Loan, the borrower is responsible for interest that accrues while in school and during deferment periods.

**Federal Perkins Loans.** This program offers long-term, 5 percent interest loans to students who are enrolled at least half time. Eligibility is based on financial need. Repayment begins nine months after the student is no longer enrolled at least half time if the student did not have a loan prior to July 1, 1987. Priority is given to students who meet the April 1 deadline.

**Federal Parent Loan for Undergraduate Students.** This loan program provides non need-based loans to parents of dependent students. Parents may borrow up to the cost of education, minus other aid received. The interest rate is variable, capped at 9 percent. Repayment begins 30 to 60 days after disbursement of the loan.

**Federal Work-Study (FWS).** Part-time jobs on campus are available for needy students through the FWS program. Generally, students work 15 to 20 hours per week. The rate of pay varies according to the job. Funding is limited, and priority is given to full-time students who meet the April 1 deadline.

## **STATE PROGRAMS**

**Florida Resident Access Grant (FRAG)** (Formerly the State Tuition Voucher) Full-time students may receive up to \$1,200 per year to offset the cost of tuition and fees, regardless of financial need. Students must be at least one-year Florida residents to qualify.

**Florida Student Assistance Grant (FSAG).** FSAG provides grants of up to \$1,300 to needy undergraduates. Students must be enrolled full time, be at least one-year Florida residents, and meet the May 16 processing deadline.

**The Florida Teacher Scholarship and Forgivable Loan Program.** This program is made up of the Chappie James Most Promising Teacher Scholarship for new freshmen and sophomores and the Florida Critical Teacher Shortage Forgivable Loan for juniors and seniors. Students who are enrolled in a teacher education program and majoring in an area of critical need may apply. To qualify for the scholarship portion, students must graduate from a Florida high school and submit a scholarship application to the high school principal by March 1 during the senior year of high school. The amount of the scholarship is \$1,500 per year for a maximum of two years. Students interested in the Forgivable Loan must submit an application to the Undergraduate Education Department by March 15. Award amounts are \$4,000 per year for a maximum of two years. Students funded under this program are required to enter the teaching profession in an area of critical need upon graduation. For more information or to obtain an application, contact the Office of Student Financial Aid.

**Seminole and Miccosukee Indian Scholarships.** Grants to cover educational expenses are available each year to qualified members of the Seminole or Miccosukee Indian tribes, based on financial need. Applications are available from the higher education committee of either tribe or the Florida Department of Education.

**Florida College Career Work Experience Program (CCWEP).** Part-time jobs off campus are available through this program for needy undergraduate students. Students must be at least one-year Florida residents to qualify, and the positions held must be related to their academic majors.



## UNDERGRADUATE SCHOLARSHIPS AND GRANTS

Nova Southeastern annually offers scholarships and grants to both incoming and returning students in the Farquhar Center for Undergraduate Studies. Eligibility and academic qualifications vary according to the award. In order to be considered for selection, applicants must have a completed file, including the Free Application for Federal Student Aid (FAFSA), and be officially accepted. Awards will be made on a first-come, first-served basis. These awards will be combined with other federal and state financial aid programs to help meet the financial need of students.

### **Nova Southeastern Honor Awards (new students in Professional and Liberal Studies)**

- I. Nova Southeastern Honor Award - Freshman Qualifications (\$1,000 - \$7,000): (1) cumulative grade point average (GPA) of 3.2 or above; (2) counselor/faculty recommendation; (3) SAT or ACT scores; (4) renewable with a 3.0 NSU GPA.
- II. Nova Southeastern Honor Award - Transfer Qualifications (\$1,000 - \$5,000): (1) 24 or more semester hours earned from a regionally accredited institution; (2) a minimum cumulative GPA of 3.2; (3) counselor/faculty recommendation; (4) renewable with a 3.0 NSU GPA.

**Matching Fund Scholarships.** These are matching fund scholarships restricted to community service organizations or recognized organizations with scholarship funds. The Farquhar Center will match the amount granted to an eligible full-time student by the organization. The maximum award is \$1,000 per academic year and may not exceed the student's unmet need as stated in his or her Nova Southeastern financial aid file.

**Donor Scholarships.** The University offers a number of academic scholarships that are made possible by donations to its scholarship fund. Awards are made to eligible returning students who have filed an FAFSA by April 3 and have at least a 3.0 grade point average. No separate application form is required.

**The Joseph W. Fordyce Scholarship.** This is a full-tuition scholarship awarded annually to one full-time student from Broward Community College's Honors Program. This scholarship is funded by the Career Development Studies Program. To be eligible, a student must be an adult learner who has excelled academically and has earned an honors certificate upon graduation from Broward Community College.



**IRP Endowed Scholarship Fund.** This fund, established by the Institute for Retired Professionals, provides annual grants to new and returning undergraduate students. A 3.40 high school or college GPA, high financial need (based on the Nova Southeastern financial aid file), two letters of recommendation, and an essay are required. Applications are available from the Offices of Student Affairs and Student Financial Aid.

### **Professional and Liberal Studies**

Students may be eligible for awards ranging from \$250 to a maximum of \$1,500 per year. Awards are based on financial need and having at least a 3.0 G.P.A. at Nova Southeastern University. This scholarship is for one year only and students may reapply each year. A completed scholarship application is required by April 1, 1996.

## **RENEWAL OF AWARDS**

Nova Southeastern Honor Awards are automatically renewed as long as the student maintains a 3.0 cumulative grade point average and remains a full-time student. All other awards made by the University are not automatically renewed, and students must reapply for aid each academic year. Applications are available in January each year for the upcoming academic year.

## **OTHER SOURCES OF ASSISTANCE**

The Office of Student Financial Aid maintains a Scholarship Source Library at the main campus office. Students may use this library's reference books to locate private sources of funding. A file of pamphlets and brochures is also maintained announcing special awards, fellowships, and grants. All students are invited to use these materials. The office also provides a computerized scholarship search for interested students at a nominal fee. Contact the Office of Student Financial Assistance for further information. The University and public libraries, as well as commercial book stores, also provide financial aid reference books listing private scholarships. In addition, many high school guidance counselors and chambers of commerce are familiar with scholarships available to students from their areas.

### **International Students**

Continuing Professional and Liberal Studies International students may be eligible for awards ranging from \$250 to a maximum of \$1500 per year. Awards are based on financial need and having at least a 3.0 G.P.A. at Nova Southeastern University. This scholarship is for one year only and students may reapply each year. A completed application is required by April 1, 1996.

### **Bookaward**

This scholarship is for the purpose of providing awards for continuing Professional and Liberal Studies students. Awards are academically competitive with preference given to upperclassmen. Awards will be disbursed to students as a \$250 credit at the campus bookstore.

For additional eligibility requirements, applications, or other information, contact Student Affairs in the Parker Building, room 300 or call (954) 370-5605.

## TUITION PAYMENT OPTIONS

Through our partnership with Knight College Resource Group, specialists in education planning and financing, we are pleased to offer you the following options for meeting college costs.

The Nova Southeastern University Monthly Payment Plan allows you to pay annual expenses in 10 interest-free installments. There are no finance charges. The only cost to you is a non-refundable \$55.00 application fee.

The AchieverLoan offers creditworthy families attractive, low cost repayment terms, including 15 years to repay, low interest rates, and the choice of three flexible financing options--the Multiple Year Option, Annual Option, or Interest-only Option. With the Achieve Loan's new Quick and Easy Application, borrowers can apply by mail, fax or phone at no cost for conditional approval in as little as 24 hours.

For details of the Monthly Payment Plan or the AchieverLoan, or if you would like help deciding which option best meets your needs, please call the Knight at 800-225-6783, Ext. 345

## DEADLINES

Applications for aid received by the Office of Student Financial Aid by April 1, 1996, will be given priority consideration for the upcoming academic year. Applications received after that date will be considered on a funds-available basis only.

Applications for the Florida Student Assistance Grant must be processed by Federal Student Aid Programs by May 15, 1996.

Applications for the Florida Resident Access Grant for the fall term must be received in the Office of Student Financial Aid no later than September 1, 1996. Applications for the winter Florida Resident Access Grant must be received by January 2, 1997.

## GENERAL ELIGIBILITY REQUIREMENTS

In order to participate in the financial aid programs, a student must:

1. Be a citizen, a national, or a permanent resident of the United States or be in the United States for other than a temporary purpose. Proof must be provided to the Office of Student Financial Aid.
2. Be enrolled or accepted for enrollment at Nova Southeastern University
3. Be enrolled in at least three credit hours each term. Many financial aid programs require half-time or full-time enrollment each term.
4. Be making satisfactory progress in the course of study
5. Not be in default of, or owe a refund for, any aid received previously

6. Sign a Statement of Educational Purpose
7. Be registered for the draft if required to do so by federal law.

Additional eligibility requirements are noted in the descriptions of the programs.

## **NOTIFICATION OF AWARDS**

Students who have applied before April 1, 1996, and are awarded aid by the University should receive notification by July 1 of that year. Students who have applied for a Pell Grant will receive a Student Aid Report (SAR) from Federal Student Aid Programs. Students who have applied for a Florida Student Assistance Grant will be notified by the Florida Department of Education.

The application process normally takes 6 to 8 weeks and possibly up to 12 weeks. It is extremely important that applicants fill out all forms completely and correctly and that they respond promptly to all inquiries in order to prevent delays in processing. Awards are made only for the academic year. Students requesting aid for the summer must complete a separate summer aid application, available in January 1997.

## **ACADEMIC REQUIREMENTS FOR FINANCIAL AID**

### **CLAST**

Undergraduates who receive financial aid from any of the Florida-funded programs must take and pass the College Level Academic Skills Test (CLAST). CLAST must be taken no later than the term in which the students become a junior (i.e., earns 60 credit hours).<sup>\*</sup> Students who have earned a minimum of 18 credits, to include passing grades in LANG 1500/2000 and MATH 1150/1330, are encouraged to take the CLAST. Students are exempt from this requirement ONLY if they earned an A.A. degree or had junior standing at Nova Southeastern prior to August 1, 1985, or have 60 credits of course work taken prior to August 1, 1985 which are applicable towards a Bachelor's degree at Nova Southeastern University. Contact the Nova Southeastern Testing Center for test information. Failure to take the test will result in the loss of Florida funding.

<sup>\*</sup>A student who takes CLAST but fails to achieve minimum scores on any of the four subtests may continue to receive state aid only if enrolled in course work intended to improve skills in at least one of the subtests failed.

## STANDARDS OF ACADEMIC PROGRESS

Nova Southeastern University, in compliance with federal regulations, has established standards of academic progress that must be met by students to receive financial assistance. Satisfactory progress means making measurable progress toward a specified educational objective within a specific time frame. Listed below are condensed criteria of the satisfactory progress requirements at Nova Southeastern.

**Qualitative Measure.** Students must earn the following cumulative grade point average after completion of each increment:

1 to 29 credits	minimum GPA - 1.50
30 to 59 credits	minimum GPA - 1.85
60+ credits	minimum GPA - 2.00

Some financial aid programs, especially Florida Student Assistance Grant and other programs funded by the State of Florida, require a minimum GPA of 2.0 regardless of class standing. Most academic scholarships require a minimum GPA of 3.0.

**Quantitative Measure.** The maximum number of semesters in which a student will be awarded aid is 12. Full-time students receiving state aid are required to complete 12 credits per term for the number of terms for which state aid was received. Full-time students not receiving Florida state aid must complete 20 credits each year. Less than full-time students must complete 70 percent of attempted credits.

**PLEASE NOTE:** These are minimum criteria for maintenance of satisfactory progress. Please contact the Office of Student Financial Aid for specific details.

**Process of Appeals.** If your financial aid application is turned down because of failure to meet these standards, you have the opportunity to appeal to the Standards of Academic Progress Appeals Committee. The appeal should be in writing, addressed to the committee, in care of the Office of Student Financial Aid, and include the following documentation:

1. An academic transcript from the registrar
2. A letter written by you describing mitigating circumstances
3. A physician's note and/or records if the appeal is based on a medical circumstance
4. Additional optional supporting documents.

Only appeals in writing will be considered. No personal appeals will be heard. Decisions of the committee are final, and you will receive written notification of the decision. If a probationary award is granted, it is valid for only one academic year. Generally only one probationary award is allowed during your attendance at Nova Southeastern University.

## **FOR MORE INFORMATION**

Contact the Office of Student Financial Aid, 3301 College Avenue, Fort Lauderdale, Florida 33314 (Horvitz Administration Building), phone (954) 475-7411 or (800) 522-3243. Office hours are 8:30 a.m. to 7:00 p.m. Monday through Thursday, 8:30 a.m. to 6:00 p.m. Friday, and 9:00 a.m. to 12:00 noon Saturday.

## **VETERANS BENEFITS**

All programs described in this catalog are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, telephone (954) 452-7241 or toll free (800) 541-6682, Ext. 7241.

## **INTERNATIONAL STUDENTS**

International students who intend to reside in the United States and who are required to obtain an I-20 must be full-time, degree-seeking students and must attend the main campus in Fort Lauderdale, Florida. International applicants who may have earned college-level credits at a non-U.S. institution must have their transcripts evaluated by outside agencies. For further information, contact the International Student Advisor, Nova Southeastern University, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, telephone (954) 452-7240 or toll free (800) 541-6682, Ext. 7240.

## **UNDERGRADUATE DEGREE**

Nova Southeastern University awards two undergraduate degrees, the bachelor of arts degree and the bachelor of science degree. A student can earn only one undergraduate degree and one undergraduate diploma from Nova Southeastern University. The diploma indicates the student has earned a bachelor of arts degree or a bachelor of science degree; it does not indicate the major. The academic transcript, the official record of work at Nova Southeastern University, indicates degree earned, major field of study, and specialty, if any.

## **REQUIREMENTS FOR GRADUATION**

All degree-seeking students must complete the minimum credits as designated for the chosen major. The following requirements are also required:

1. Admission as a degree-seeking candidate in one of the majors
2. Completion of general education, specialty, and elective requirements as specified by the major program
3. Completion of major requirements as specified
4. Attainment of a 2.0 Cumulative Quality Point Average
5. Attainment of a 2.25 Quality Point Average (2.5 in Education) in the major area

6. Completion, at Nova Southeastern University, of at least 30 credits (not including CLEP, proficiency examination, or experiential learning credits)
7. Completion of at least 50 percent of the credits in the major area and specialty at Nova Southeastern (not including CLEP, Proficiency Examination, or experiential learning credits)
8. Submission of a graduation form and payment of the diploma fee prior to completing registration for the last term
9. Fulfillment of all obligations to the library, the student's program, and the comptroller's office.

### **Graduation With Honors**

A graduating student with a Cumulative Quality Point Average of 3.8 or higher who has completed at least 54 credits at Nova Southeastern is eligible to receive the degree "with distinction."

Students who have earned fewer than 54 credits at Nova Southeastern may petition for graduation with distinction if they have maintained at least a 3.8 GPA in all course work accepted toward their degree program at Nova Southeastern.

Degree candidates must complete all of the requirements as specified above.

### **Commencement**

A ceremony is held once a year for all Nova Southeastern University undergraduate students who have completed graduation requirements within the academic year. In order to participate, students must file a graduation application. There is an additional fee for rental of the cap and gown.

### **STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY**

All students should review and become familiar with the Code of Student Conduct and Academic Responsibility which is outlined on pgs 182-185 in this document.

### **GRIEVANCE PROCEDURES**

When questions about procedures, decisions, or judgments occur, counseling is available for discussion and resolution of differences. Students may also have recourse to more formal avenues of appeal and redress. Students are urged to review the printed document, "Procedures on Student Rights and Grievances," which is available in the *Student Handbook*.

## HONOR COURT

The Honor Court is a body of faculty, students, and administrators that is responsible for hearing cases through an educational peer review process, which determines a student's accountability for alleged violations of the Code of Conduct. Students should review the Honor Court Procedures in the *Student Handbook*.

## STUDENT LIFE

### Activities

Nova Southeastern students have an excellent opportunity to become involved in extracurricular programs. The current clubs and organizations include:

- Alpha Chi (national honor society)
- Campus Entertainment Board
- Commuter Student Assoc.
- Florida Future Educators of America
- Hillel (Jewish organization)
- Pan-African Student Assoc.
- Student Human Resource Assoc. of NSU
- Intersivity Fellowship
- NSU Forum (forensic society)
- NSU Int'l Student Assoc.
- The NSU Knight (newspaper)
- Cafe NSU
- NSU's Adventure Toward Understanding & Researching Earth
- NSU Knights Chess Club
- Accent NSU (TV & yearly publication)
- Pre-Med Society
- Phi Alpha Delta (legal fraternity)
- Psychology Club
- NSU's Advancement of Diving Society
- NSU College Student Gov't
- NSU Players (theater)
- Campus Volunteer Board
- WNSU (campus radio station)
- Best Buddies
- Residential Student Assoc.
- Greek Sororities:
  - Delta Phi Epsilon
  - Phi Sigma Sigma
- Greek Fraternities
  - Theta Delta Chi
  - Sigma Alpha Mu
  - Beta Theta Pi
  - Kappa Alpha Psi
- Alpha Phi Omega (service fraternity)

Each student organization has a faculty or staff member serving as an adviser and supporter.

All students are encouraged to become involved in the extracurricular activities as active members of the various organizations or by running for office in such organizations.

## Recreational Sports

The recreational sports program at Nova Southeastern University encompasses intramural sports, special events, and casual recreation.

Intramural offerings include basketball, flag football, volleyball, softball, bowling, golf, tennis, swimming, billiards, chess, table tennis and darts. Special events consist of weekend sports tournaments, in-line skating clinics and wellness seminars.

For the occasional participant, basketball courts, sand volleyball pits, and athletics fields are provided for enhancing one's leisure time. Additionally, a variety of sports equipment is available in the Recreational Sports Office for check-out and use.

If indoor activities are more to your liking, the Rosenthal Student Center provides a wide-screen TV, pool tables, table tennis, and dart boards. All equipment for these activities is provided and is available with a valid student ID.

## Intercollegiate Athletics

The Athletics Program at Nova Southeastern University consists of (NAIA Division II):

### MEN'S

- Baseball
- Basketball
- Cross-Country
- Golf
- Soccer

### WOMEN'S

- Cross-Country
- Tennis
- Volleyball
- Softball
- Soccer



# THE PROFESSIONAL AND LIBERAL STUDIES PROGRAM

The Professional and Liberal Studies Program is a unique undergraduate experience combining a comprehensive general education program with study in a major area of concentration. As part of the general education program, students take a curriculum of core studies organized around seven interdisciplinary themes. Taught by faculty from a number of academic disciplines, core study areas are designed to provide a context for studying and analyzing problems of significant intellectual and social concern.

In the first year, in addition to core studies, students will spend time developing competencies in mathematics and composition. Students use computer programs that permit self-paced learning, self-assessment, and access to faculty when problems arise.

Students in Nova Southeastern's Professional and Liberal Studies program will understand how the behavioral and social sciences, humanities and arts, and science and technology can serve to enhance their career and life. The program challenges undergraduates with the fundamental questions of living and inspires them to cultivate a life of intellectual integrity, personal concern, and social responsibility.

## ADMISSION

### Information and Admission Counseling

Choosing a university is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone to discuss questions that have career, financial, and academic implications.

Call (954) 475-7360 (in Fort Lauderdale) for an application or a personal counseling appointment. Students from other locations should call 800-338-4723, Ext. 7360.

## HEALTH PROFESSIONS DIVISION

Programs in the Health Professions Division may have different general education requirements, different transfer policies, and different scholarship programs from the College of Professional and Liberal Studies. Students who enter the Health Professions Division may be impacted by these differing policies.

## Applying for Admission

In keeping with a humanistic philosophy valuing individual worth and differences, Nova Southeastern University considers applicants in terms of their potential for success. The University does not discriminate on the basis of race, color, sex, age, nondisqualifying disability, religion or creed, or national or ethnic origin.

The admissions department of the Farquhar Center of NSU is responsible for evaluating all applications for admissions into the College of Professional and Liberal Studies. An admissions committee made up of representatives from the faculty, student affairs and admissions staff review applications and make a determination of admittance, non-admittance, and conditional admittance. Student's High School Grade Point Average (GPA), SAT or ACT Scores, previous college performance, recommendations and student essays are factors which condition the committee's decision.

Students admitted into the College of Professional and Liberal Studies are admitted, at that time, into the major of their choice housed in the Farquhar Center or the Center for Computer Information Systems. Students seeking admissions into the Physician Assistance undergraduate major are required to seek separate admissions from the Health Professions Division during their sophomore year or attain dual admissions status upon entry into College. See the section on "Dual Admissions" in this catalogue.

Applicants are required to:

1. Submit a completed application form and the \$25.00 nonrefundable application fee to:  
Nova Southeastern University  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796
2. Submit official high school or college transcript(s) (proof of high school graduation is required). All transcripts must be received by the end of the first eight weeks of enrollment.
3. Speak with a counselor in person or by telephone.
4. Submit one of the following test scores (if applicant has 24 or fewer college credits earned previously):  
Scholastic Aptitude Test (SAT)  
American College Test (ACT).

## INTERNATIONAL STUDENTS

International students are required to obtain a Student (F-1) Visa or an Exchange Visitor (J-1) Visa. Students are not permitted to study in the United States on a Visitor (B-2) Visa.

As an international student, you must:

1. Submit all secondary school and college-level transcripts. Transcripts must be an official English language translation (this applies to transcripts that are not already in English). Applicants must have the equivalent of an American high school diploma. Credits earned at non-U.S. universities must be evaluated by an outside agency.
2. Achieve a score of 550 or higher on the TOEFL exam or 480 on the SAT (verbal section). If the SAT was taken prior to April 1, 1995 a score of 400 is required.
3. Submit a letter from a financial institution indicating that you are able to meet all costs of your education without financial aid from Nova Southeastern University. The minimum amount is determined by the budget prepared by the Nova Southeastern University Office of Student Financial Aid. A notarized letter from a sponsor is required if you are sponsored by a public or private organization or an individual. The financial guarantee must include provisions for any dependents who will be residing in the United States with you.
4. Purchase medical insurance (J-1 Visas only). Contact the international student adviser for further information concerning insurance.

After all of the above information is received and you are accepted, an acceptance letter will be sent to you. An I-20 will be issued after we receive a \$200 tuition deposit.

## ACCEPTANCE

You may apply for admission and be accepted to Nova Southeastern throughout the entire year. You may begin classes at the beginning of any semester. Notification of acceptance normally occurs within two weeks after completing all admission requirements. Upon receiving notification of acceptance, you should promptly inform the Admissions Office, in writing, of your intention to attend and forward a \$200 nonrefundable deposit to be credited toward tuition. If there are any further questions, call the Admissions Office at (954) 475-7360 or 800-338-4723, Ext. 7360.

## **SPECIAL STUDENT**

You may want to take one course or several courses or a specialty program without enrolling for a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a special student, you are not eligible for a degree or financial aid.

## **DUAL ADMISSION PROGRAMS**

Nova Southeastern University has several dual admission programs for a select number of highly motivated, academically talented students interested in pursuing both undergraduate and graduate studies in dispute resolution, law, business, psychology, oceanography, osteopathic medicine, optometry, pharmacy, physical therapy, or occupational therapy. For students seeking an undergraduate degree in the physician assistant major, a dual admission program leading to a baccalaureate degree exists within the Farquhar Undergraduate Center and the Health Professions Division.

Students who successfully meet all program requirements are assured a place in one of NSU's graduate or professional schools. In addition, some of the dual admission programs are combined programs. The combined programs allow students to complete both the baccalaureate degree and the professional degree, often in a reduced period of time. The number of years as an undergraduate is reduced and the baccalaureate degree is awarded after completing a prescribed number of courses in the professional school. These courses also count toward the graduate or professional degree.

Students will complete their undergraduate requirements in the Farquhar Undergraduate Center and complete their graduate or professional school requirements in one of the University's graduate centers. Final admission into the graduate or professional school is contingent upon: completing the prescribed undergraduate course of study; maintaining the requisite grades; achieving specific scores on professional school admission tests and, in some cases, a final interview with the graduate or professional school admissions committee.

Before applying to one of the dual admission programs, it is recommended that you speak with one of the undergraduate admission counselors to discuss program requirements and prerequisites.

## **COMBINED MAJORS, MINORS, AND SPECIALTIES**

Nova Southeastern offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an adviser as to which majors may be combined. When requirements for a specialty or permissible second major are completed, you need to request, through a student action form, that this information be made a permanent part of your official academic transcript.

## SECOND BACHELOR'S DEGREE

If you have a bachelor's degree from a regionally accredited institution other than Nova Southeastern University, you may earn a second bachelor's degree from Nova Southeastern by completing a minimum of 30 additional credits at Nova Southeastern. At least 50 percent of all credits required in the selected major must be taken at Nova Southeastern.

## TRANSFER CREDITS

Nova Southeastern welcomes undergraduate students who have earned college credits at another regionally accredited college or university. Students who plan to transfer should contact a Nova Southeastern admissions counselor to discuss how prior college credits can be used for their Nova Southeastern degree. Community college students should contact a Nova Southeastern admissions counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova Southeastern and be appropriate for their intended bachelor's degree. Nova Southeastern has articulation agreements with all Florida Community Colleges. Students transferring with an Associate of Arts degree (awarded in 1993 or later) from any of these institutions will be given special consideration upon entering Nova Southeastern. Additional articulation agreements exist with several independent two year colleges. These agreements are evaluated periodically. Contact an academic advisor for information on current articulation agreements.

Upon receipt of all official transcripts, a student will receive a Curriculum Requirements and Evaluation of Transfer Credit Form. This form lists each of the specific courses needed for the major and any credit which has been allowed through transfer or credit by examination. This evaluation is conducted by the Student Advising Center and should be completed before registration for the first term at Nova Southeastern. An evaluation of transfer credit will be completed by the end of the first semester of enrollment and credit will be applied based on the official transcripts available at the time. Students will be advised to take courses based upon the official evaluation in their file.

Transfer students must provide official transcripts from all their previous colleges; their previous academic work will then be evaluated. Nova Southeastern will transfer a maximum of 90 eligible semester credits (only grades of "C" or better), including credit for CLEP, Proficiency Exams, and prior experiential learning toward a degree; however a maximum of 66 transfer credits can be accepted from community colleges. A limited number of "D" grades may be considered based upon the total number of credits being transferred and where the "D" grades are being applied to the curriculum. Remaining credits and at least 50 percent of the credits in the student's major area and specialty must be earned at Nova Southeastern in regular academic offerings.

Students who have completed their English, mathematics and/or computer literacy requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova Southeastern. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards, if the CLAST results were completed within the past five years.

Evaluation of credit by examination will be made upon admission but will be recorded on the student's permanent record only after the student has registered for and completed 12 credits at Nova Southeastern. Under exceptional circumstances, students may be permitted to take courses at another college while enrolled at Nova Southeastern. However, credit will be transferred only if there is prior written approval from the Director of Student Advising and an earned grade of C or better. Students taking courses at more than one center within Nova Southeastern University must also receive written approval from an adviser.

## TESTING CREDITS

Students may earn college credit through the College Level Examination Program (CLEP), the Proficiency Examination Program (PEP), Defense Activity for Non-Traditional Education Support (DANTES), and Advanced Placement Examinations (AP). CLEP is administered at Nova Southeastern University through the College Board. To receive credit through the CLEP, PEP or DANTES examinations, a student must score in at least the 50th percentile. All testing must be completed by the time the student has completed 24 credits at Nova Southeastern University. All CLEP and DANTE examinations must be completed by the time a student completes 24 credits at Nova Southeastern University. AP credit may be available to students who score at least a three on these examinations. Students should discuss requests for credit with their advisor. Before applying to take any of the above examinations, a student should consult an academic adviser to be sure that the credits granted are applicable to the student's course of study. International Baccalaureate credit may also be granted. Please contact your academic adviser for further information.

## ACADEMIC INFORMATION

### REQUIREMENTS

**New Student Skill Requirements.** Students are expected to demonstrate skills appropriate for college work in all courses. Before the first term of enrollment, students without college-level math and/or English are **required** to complete placement tests in the areas of reading, writing, and mathematics and will then be advised as to appropriate course selection. Students needing further development of skills will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses approved by an adviser, generally at the 1000 and 2000 levels. The passing of placement tests is prerequisite to enrollment in many courses including all initial mathematics and communication courses.

For specific placement test procedures and practice exams, refer to the brochure on skill and competency requirements available in the Student Advising Center. Assistance in mathematics and communication is available through the Academic Support Center to help students attain necessary skills for college work.

**Transfer Student Recency Requirements.** Students who completed their English, mathematics and/or computer literacy requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova Southeastern. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) results that meet the current year standards, if the CLAST results were completed within the past five years.

**English and Mathematics Requirements.** All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova Southeastern. Freshmen must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next term. Assistance in writing and math is provided by the Academic Support Center.

Students who are required to take LANG 1000 and/or MATH 1000 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic progress committee upon demonstration of having acquired the skills necessary to be successful in LANG 1000 and/or MATH 1000.



## TRANSFERABILITY OF CREDITS

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

### GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	—
I	Incomplete	—
P	Pass	—
NG	No Grade	—
	(not assigned by instructor)	—
AU	Audit	—
PR	Progress	—
XF	Unofficial Withdrawal	0.0

**Quality Point Averages.** A student's academic standing for a specific term is the Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits.

**Progress/Grade Reports.** Students will be provided a progress/grade report at the end of every term. A copy of the report will be placed in the student's permanent file maintained by the school. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

**Standards of Progress for VA Students.** VA students are expected to complete satisfactorily the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill, and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.



A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress.

A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

**Dean's List.** Each full-time student who earns a quality point average of 3.5 in any one term is placed on the Honors List for that term. Students with grades of I (Incomplete) are not eligible for the Dean's List.

**Repeated Courses.** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's QPA. Students need to complete a Repeated Course Form after the course has ended. Repeated Course Forms are available in the Student Advising Center.

**Incomplete.** An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When instructor and student do agree to an I grade, both must sign the Contract for Removal of an Incomplete Grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be changed to a grade of A through F, based on the course work completed by that time.

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

**Withdrawal.** A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the third week of class a student may withdraw only with the signature of the instructor. Students may withdraw from a course before the 7th week of an 8-week course and before the 15th week of a 16-week course. Withdrawal will not be accepted within two weeks of the final class meeting. A student who stops attending class will receive a grade of A through F, based on required course work.

A Student Transaction Form must be received and date-stamped by the Office of the University Registrar before the deadline. Such a withdrawal will appear on the transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program adviser to discuss the implication of such actions. Foreign students are encouraged to speak to the international student adviser prior to submitting a Student Transaction Form for withdrawal from a course, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Aid.

## SATISFACTORY ACADEMIC PROGRESS

To remain in good academic standing, undergraduate students must maintain the minimum quality point average or higher on all credits attempted (quality point average on a 4.0 scale) each semester. In addition to the minimum quality point average (see next page) for a baccalaureate degree at Nova Southeastern, students must conform to the degree requirements of their declared major.

## INDEPENDENT STUDIES AND TUTORIALS

Independent Study (course numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A Tutorial enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their program adviser to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorial Study.

## PROBATION AND SUSPENSION

**Student Responsibility.** Students are responsible for adhering to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall in either category as a result of these grades may be asked, in a succeeding term of registration, to withdraw from courses already begun.

**Academic Probation.** Students failing to earn the minimum quality-point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality-point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality-point average above the minimum quality-point average based on the number of credits earned.

### Qualitative Requirements

1-29 credits:	1.50 QPA
30-59 credits:	1.85 QPA
60+ credits:	2.00 QPA
and the QPA requirement of the particular major	

**Progress Probation.** Students failing to complete at least 70 percent of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70 percent of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled to be eligible for further financial aid.

**Suspension.** To avoid suspension, a student on probation must maintain the minimum quality-point average as stated above and complete at least 70 percent of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise, the student will be placed on suspension for one trimester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity - and quality-point requirements in each of the two terms subsequent to being readmitted will result in FINAL SUSPENSION.

**Appeal.** Any student placed on probation or suspension may file a petition for review by the Academic Progress Committee. A student placed on academic dismissal may, after a three-term absence, request readmission from the Academic Progress Committee. The Committee will review all requests for readmission, however, the student must demonstrate justification for readmission and readiness for re-entering the college.

# PROFESSIONAL AND LIBERAL STUDIES PROGRAMS OF STUDY

## General Education Program

The General Education Program contains the following elements: a curriculum of core studies, a mathematics sequence, a composition sequence, and a series of distribution courses. All areas making up the general education program have shared objectives. The program is designed to foster critical and creative responsiveness by developing the ability to solve problems, think analytically, and communicate clearly. Students will develop effective communication skills in speaking, listening, writing, reading, and interpretation. The general education program also helps students place ideas in their proper context and appreciate the role of values within a cultural tradition.

Students will spend approximately eight weeks in each of seven thematic areas with faculty from several academic disciplines, working in concert to provide cross-disciplinary experiences. Through dialogue among various disciplines on a central theme, students will achieve a convergence of perspectives often lacking in more traditional programs.

### Core Studies

These objectives will be met in part through a sequence of courses taken over four years in the following thematic areas (at least three must be completed in the freshman year).

#### Freshman Year:

#### CORE 1410 Journey I

This interdisciplinary course is the first course all freshmen will encounter at Nova Southeastern. It provides an academic and social context for examining intellectual and personal issues. The metaphor of life as a journey provides the vehicle for this exploration. Students will examine literary and other creative works, as well as participate in the process of documenting their own undergraduate journey. Students are encouraged to maintain a portfolio of educational "artifacts" (papers, exams, notes, drawings, journal entries, musical compositions, poetry, etc.) throughout their undergraduate experience at Nova Southeastern. This portfolio provides a basis for **Journey II: The Capstone Experience**, a required course to be taken in the senior year.

#### CORE 1420 Human Nature, Human Behavior

This course addresses the question, "What is the nature of the individual?" and examines the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think

critically about basic theories and issues such as nature versus nurture, the mind-body dichotomy, cognitivism, behaviorism, and the scientific exploration of human behavior.

#### **CORE 1430 The Living Earth: An Environmental Perspective**

In this course, students will study the science of ecology and the impact made by humans on the environment. The course will make obvious the fact that there are no simple answers or quick solutions to the environmental problems now faced. It will, however, help students gain a more complete and genuine understanding of the cause-and-effect relationships that operate in the environment, thereby providing a basis by which they can evaluate their own responsibility to the long-term sustainability of the biosphere.

#### **CORE 1440 Other Voices, Other Visions: Multicultural Perspectives**

This course will examine the role of "world view," encourage an appreciation of different people and cultures, and foster respect for diversity in local, national, and international environments.

Select one:

#### **CORE 2450 Individual and Social Systems**

A study of the nature of institutions and the reciprocal relationship between persons and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

- OR -

Sophomore Year:

#### **CORE 2460 Economic Growth and Development**

An examination of theory, economic history, and policies affecting national and global economies. Covers a wide variety of issues such as population, distribution of wealth, Third World debt, and global productivity.

Junior Year:

#### **CORE 3470 Ethical Systems**

An examination of ethical systems that instruct in matters related to moral action, moral judgment, and responsibility. Ways of viewing contemporary moral issues such as abortion, euthanasia, and racial discrimination are among individual topics.

Senior Year:

#### **CORE 4480 Journey II: The Capstone Experience**

This course provides a context for the systematic examination and interpretation of the portfolio begun in Journey I, assisted by literature on personal ethnography and self-assessment.

Each eight-week core course carries a total of 3 credit hours, which will apply as partial fulfillment of the 54 credit hours required in the General Education Program.

### **Mathematics Sequence**

The mathematics sequence (MATH 1100/MATH 1150) in the general education program is a two-part sequence designed to provide students with a global perspective of mathematics and to give them an opportunity to learn many useful applications of mathematics in solving real-world problems. Topics studied include set theory, logic, linear programming, probability, and statistics. Students whose majors require more advanced courses in mathematics (Computer Science/Engineering, Pre-Med, Ocean Studies) will be placed in sequences of Pre-calculus or Calculus, depending on major requirements and placement testing criteria.

### **Composition Sequence**

Nova Southeastern undergraduate students meet composition requirements by taking two composition courses. Students enrolled in the Professional and Liberal Studies Programs must enroll in the first composition/mathematics course during the first semester. The first course, LANG 1500: College Writing I, combines instruction in the principles of effective argumentative writing with emphasis on an ability to read critically selections from essays and imaginative literature. The course also introduces students to research and writing with computers. The second course, at sophomore level, LANG 2000: College Writing II, emphasizes argumentative writing, use of the library, and development of a documented research essay along with more advanced instruction in reading and interpreting texts. In the composition sequence, students have an opportunity to integrate writing instruction with currently available computer technology. Both courses require students' use of computers for word processing and text analysis.

Students who are required to take LANG 1000 and/or MATH 1000 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic program committee upon demonstration of having acquired the skills necessary to be successful in LANG 1000 and/or MATH 1000.

### **Required Distributions**

The objectives of the general education program are also met through a series of distribution courses in the areas of humanities, science and technology, oral communication, and hemispheric and global diversity. Students normally complete distribution requirements by the end of the junior year. Students must select courses from the following list in order to fulfill the distribution requirement:

**History (select one)****3 hours**

HIST	2050	The American Experience
HIST	2100	Roots of Western Society

**Arts (select one)****3 hours**

ARTS	2300	Art and Society
ARTS	2400	The Theatre Arts
ARTS	2500	Music Through History
ARTS	2540	Introduction to Film Criticism

**Literature (select one)****3 hours**

LITR	2010	British Literature
LITR	2020	American Literature
LITR	2030	World Literature

**Science and Technology (select two)****6 hours**

TECH	1110	Technology in the Information Age
BIOL	1050	Concepts in Biology
BIOL	1060	Amoebas to Zebras
BIOL	1070	Genes, Chromosomes and Human Heredity
BIOL	1080	Human Biology
BIOL	1090	Age of Dinosaurs
BIOL	1500	Biology I/Lab
BIOL	1510	Biology II/Lab
BIOL	2220	Marine Biology
PHYS	1020	Concepts in Physical Science
PHYS	1060	Introduction to Oceanography
PHYS	2050	Physical Geology/Lab
PHYS	2150	Historical Geology/Lab
CHEM	2300	General Chemistry I/Lab
CHEM	2310	General Chemistry II/Lab
PHYS	2350	Applied Physics I/Lab
PHYS	2360	Applied Physics II/Lab

**Oral Communication (select one)****3 hours**

LANG	2010	Public Communications
LANG	2020	Theories of Argument and Debate
LANG	2030	Dramatic Interpretation

## Hemispheric and Global Diversity (select one)

3 hours

HIST	2130	The Formation of Latin America (formerly LAC 213)
HIST	2140	Modern Latin America (formerly LAC 214)
HIST	2160	African Studies (formerly HIS 314)
HIST	2250	The Pacific Rim (formerly HIS 325, Emerging Nations)
LACS	4850	Preparation for Field Studies
SOCL	2500	Global Diversities: Issues and Perspectives

## Majors

In addition to studies in the General Education Program, students study and work in major fields that prepare them to enter careers or to continue formal education in either graduate or professional school. Although many students enter Nova Southeastern having already selected a major course of study and have established career goals, many students also enter the undergraduate program undecided. In most instances the majors are flexible enough to permit students the opportunity to experience a number of diverse areas prior to deciding upon a particular course of study.

The following majors are available to students in the Professional and Liberal Studies Program:

Accounting  
Business Administration  
Computer Science  
Legal Studies (prelaw)  
Life Sciences (premedical)  
Ocean Studies

Administrative Studies  
Computer Information Systems  
Education  
Liberal Arts  
Mathematical Sciences  
Psychology



## **BUSINESS AND ADMINISTRATIVE STUDIES**

The bachelor of science degree is offered through the Business and Administrative Studies Department with the following major concentrations:

### **Accounting**

### **Administrative Studies**

### **Business Administration**

### **Science and the Business Environment**

The **Accounting** major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova Southeastern University offers a master's degree designed to satisfy the additional CPA requirements.

The **Administrative Studies** major is offered for those students who are already practitioners or are potential practitioners and need a general degree to prepare for a wide range of career opportunities.

The **Business Administration** major is offered for practitioners in the field who need a specialized bachelor's degree for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and want a strong academic base for study in business, computer science, law, and other related fields are also candidates for this degree.

A new major, **Science and the Business Environment**, is offered through the Math, Science and Technology department.

Faculty expect that successful graduates of the Business and Administrative Studies Division are able to do the following:

- \*Think critically in terms of conceptualizing issues, analyzing data, and defending conclusions.
- \*Demonstrate professional verbal and written communication skills.
- \*Respect all individuals, demonstrating sensitivity in multi-cultural environments.
- \*Recognize unethical decision choices and understand the need for making ethical decisions, striving to create an environment which promotes fair outcomes, and honest and lawful interactions.
- \*Comfortably utilize technology to gather, process, and present information.
- \*Effectively use quantitative and qualitative skills to solve applied business problems.
- \*Have an understanding of the global nature of business.
- \*Be an effective and efficient team member.
- \*Demonstrate the ability to apply classroom learning to on-the-job experiences.

The Business and Administrative Studies Department believes that a socially responsible institution should not limit the study of ethical issues to a couple of courses, but that such study should be an ongoing endeavor enhancing the experience of the student. To this end the faculty is committed to make the study of ethical issues an integral part of our academic programs. We believe that by incorporating the study of ethics throughout the curriculum, the students will find an additional relevance and reality to their studies, and that it would help them become more responsible and productive citizens, as well as exemplary alumni of NSU.

## General Education Requirements for Professional and Liberal Studies Students in Business and Administrative Studies Majors

### GENERAL EDUCATION REQUIREMENTS:

54

#### *English Composition*

LANG	1500	College Writing I	3
LANG	2000	College Writing II	3

#### *Mathematics*

MATH	1100	Topics in Mathematics I	3
MATH	1150	Topics in Mathematics II	3

#### *Core Studies*

CORE	1410	Journey I	3
CORE	1420	Human Nature, Human Behavior	3
CORE	1430	The Living Earth	3
CORE	1440	Other Voices, Other Visions	3
CORE	2450	Individual and Social Systems	3
CORE	3470	Ethical Systems	3
CORE	4480	Journey II: The Capstone Experience	3

#### *General Distribution Electives*

ARTS, HIST, LITR			9
Science and Technology Menu			3
TECH	1110	Technology in the Information Age	3
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

## Accounting for Professional and Liberal Studies Students

### GENERAL EDUCATION REQUIREMENTS:

54

### MAJOR REQUIREMENTS:

66

ACCT	2050	Principles of Accounting I	3
ACCT	2070	Principles of Accounting II	3
ACCT	3030	Cost Accounting	3
ACCT	3050	Intermediate Accounting I	3
ACCT	3060	Intermediate Accounting II	3
ACCT	3110	Federal Taxation I	3
ACCT	3120	Federal Taxation II	3
ACCT	4050	Accounting Information Systems	3
ACCT	4210	Auditing	3
BUSS	2150	Business Law I	3
BUSS	3550	Introduction to International Business	3
BUSS	4090	Quantitative Methods	3
BUSS	4880	Business Strategy and Policy	3
TECH	2130	Business Applications of Microcomputers	3
ECON	2010	Principles of Macroeconomics	3
ECON	2020	Principles of Microeconomics	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

### \*ELECTIVES IN BUSINESS:

6

### TOTAL DEGREE REQUIREMENTS:

120

In addition to the transfer and graduation policies for all majors, Accounting students should be aware that to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since the upper-division accounting courses are offered only once per year and may be offered only in the evening.

\*Electives in business are limited to courses with ACCT, BUSS, FINC, MGMT, or MRKT prefix.

## Administrative Studies for Professional and Liberal Studies Students

### GENERAL EDUCATION REQUIREMENTS:

54

### MAJOR REQUIREMENTS:

42

ACCT	2050	Principles of Accounting I	3
BUSS	1010	Introduction to Business	3
BUSS	2150	Business Law I	3
BUSS	3550	Introduction to International Business	3
BUSS	4610	Business Research Methods	
BUSS	4880	Business Strategy and Policy	3
ECON	2010	Principles of Macroeconomics	3
ECON	2020	Principles of Microeconomics	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

### OPEN ELECTIVES:

24

### TOTAL DEGREE REQUIREMENTS:

120

## Business Administration for Professional and Liberal Studies Students

### GENERAL EDUCATION REQUIREMENTS:

54

### MAJOR REQUIREMENTS:

51

ACCT	2050	Principles of Accounting I	3
ACCT	2070	Principles of Accounting II	3
BUSS	1010	Introduction to Business	3
BUSS	2150	Business Law I	3
BUSS	3150	Business Law II	3
BUSS	3550	Introduction to International Business	3
BUSS	4090	Quantitative Methods	3
BUSS	4610	Business Research Methods	3
BUSS	4880	Business Strategy and Policy	3
ECON	2010	Principles of Macroeconomics	3
ECON	2020	Principles of Microeconomics	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personal Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

### OPEN ELECTIVES:

15

### TOTAL DEGREE REQUIREMENTS:

120

## COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the School of Computer and Information Sciences in the following areas:

### Computer Science

### Computer Information Systems

**Computer Information Systems** prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, software engineering, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery and the Data Processing Management Association.

**Computer Science** deals with the systematic study of algorithms and data structures. The curriculum is consistent with the Association for Computing Machinery recommendations for model curricula in computer science. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, systems design, analysis of algorithms, and computer architecture. This concentration requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

## General Education Requirements for Professional and Liberal Studies Students in Computer and Information Sciences Majors

### GENERAL EDUCATION REQUIREMENTS: 54-56\*\*\*\*

#### *English Composition*

LANG 1500	College Writing I	3
LANG 2000	College Writing II	3

#### *Mathematics*

** MATH 1200	College Algebra	3
** MATH 3020	Applied Statistics	3
** MATH 2100	Calculus I	4
** MATH 2200	Calculus II	4

#### *Core Studies*

CORE 1410	Journey I:	3
CORE 1420	Human Nature, Human Behavior	3
CORE 1430	The Living Earth	3
CORE 1440	Other Voices, Other Visions	3
* CORE 2450	Individual and Social Systems	3
* CORE 2460	Economic Growth and Development	3
CORE 3470	Ethical Systems	3
CORE 4480	Journey II: The Capstone Experience	3

#### *General Distribution Electives*

ARTS, HIST, LITR		9
*** PHYS 2400	Physics I with Lab	4
*** PHYS 2500	Physics II with Lab	4
	Hemispheric and Global Diversity Menu	3
	Oral Communication Menu	3

\* Choose one course.

\*\* Computer Science majors must take MATH 2100 and MATH 2200.

Computer Information Systems majors must take MATH 1200 and MATH 3020.

\*\*\* Computer Science majors must take PHYS 2400 and PHYS 2500.

Computer Information Systems majors are not required to take PHYS 2400/2500 and may choose any two courses from the Science and Technology menu.

\*\*\*\* Computer Science majors will complete a total of 56 credits for General Education Requirements. Computer Information Systems Majors will complete a total of 54 credits for General Education Requirements.

## Computer Science for Professional and Liberal Studies Students

**GENERAL EDUCATION REQUIREMENTS:** **58**

**MAJOR REQUIREMENTS:** **66**

SCIS 1400 Discrete Mathematics	3
SCIS 1600 Logic Design	3
SCIS 1900 Computer Programming I	4
SCIS 2150 Computer Programming II	4
SCIS 2410 Assemblers and Assembly Language Programming	4
SCIS 2600 C++ Programming Language	4
SCIS 3110 Foundations of Computer Science	4
SCIS 3310 Advanced C++ and Object-Oriented Programming	4
SCIS 3400 Data Structures	4
SCIS 3610 Numerical Analysis	3
SCIS 3750 Software Engineering	4
SCIS 3810 Operating Systems	3
SCIS 4050 Computer Architecture	3
SCIS 4600 Systems Programming	4
SCIS 4610 Design and Analysis of Algorithms	3
SCIS ____ Electives (3000-level or above)	9
MATH 4500 Probability and Statistics	3

**TOTAL DEGREE REQUIREMENTS:** **124**

Students should be aware that all major courses are offered only in the evening.

## Computer Information Systems for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:		54
MAJOR REQUIREMENTS:		66
SCIS	1400 Discrete Mathematics	3
SCIS	1600 Logic Design	3
SCIS	1900 Computer Programming I	4
SCIS	2150 Computer Programming II	4
SCIS	2200 Business Oriented Language (COBOL)	4
SCIS	2410 Assemblers and Assembly Language Programming	4
SCIS	2600 C + + Programming Language	4
SCIS	3010 Organization of the Computer Environment	3
SCIS	3250 Networks and Data Communication	3
SCIS	3310 Advanced C + + and Object-Oriented Programming	4
SCIS	3400 Data Structures	4
SCIS	3750 Software Engineering	4
SCIS	4310 Distributed Data Processing	4
SCIS	4530 Database Management	3
SCIS	_____ Electives (300-level or above)	6
ACCT/BUSS/ECON/FINC/MGMT/MRKT Electives		9

**TOTAL DEGREE REQUIREMENTS:** 120

Students should be aware that all major courses are offered only in the evening.



## **EDUCATION AND BEHAVIORAL SCIENCES**

The bachelor of science degree is offered through the Department of Education and Behavioral Sciences with the following major concentrations:

**Early Childhood Education**

**Elementary Education**

**Exceptional Education**

**Secondary Education**

**Psychology**

The **Early Childhood** major is a program designed to lead to certification in the areas of Early Childhood, birth to age four or Prekindergarten/Primary, age three to grade three. The program provides for a specialty in Program Management, Varying Exceptionalities, or licensure as a Speech and Language Assistant.

The **Elementary Education** major prepares students to obtain state certification to teach grades one through six.

The **Exceptional Education** major with a specialty in varying exceptionalities prepares students to obtain state certification to teach in grades kindergarten through twelve (K-12). Courses are offered on the Main Campus in the specialty areas of mental handicap, emotional handicap, and learning disabilities.

The **Secondary Education** major with specialties in biological science, English, mathematics, or social studies prepares students to obtain state certification to teach in middle and high schools.

Appropriate courses are offered for students already holding the bachelor's degree in fields other than education and desire to obtain certification in early childhood education, elementary education, exceptional education, biological science, English, mathematics or social studies. **Actual teacher certification is awarded by the Florida Department of Education not the University.**

Any student interested in pursuing a major in Education must contact the Student Advising Office before declaring the major to ensure that the requirements for acceptance are met.

All students majoring in Education must present a valid American College Test (ACT), Scholastic Aptitude Test (SAT), or Scholastic Assessment Test (SAT-I) test score during their first semester at NSU or they may only register for six hours during the second semester. A valid score is a score reflected on an official transcript or official score report from the testing agency. If a

student majoring in Education does not have a valid score on file at the end of their second semester, they will not be permitted to register until the score is on file.

The Education Internship Program EDUC 452 (Student Teaching and Seminar) is offered each academic year in the fall and winter terms.

Students are eligible for the Internship if they have earned 108 of the required 120 credits, including the required methods courses; have passed the SAT I with a minimum score of 950 (or 840 on test taken prior to April 1, 1995) or the ACT with a minimum score of 20; have an overall GPA of 2.5; and have a minimum GPA of 2.5 in their major. Internship dates are published in the Farquhar Center class schedules.

Applications for Internship should be received by April 1 for the fall term and August 1 for the winter term. Application forms may be obtained in the Education Office or from off-campus site coordinators.

All questions about the Internship program should be directed to the Education Office. Main campus students call (954) 475-7354; all other students may call 800-338-4723, Ext. 7354.

The Psychology major emphasizes scientific research and applications to significant areas of human activities. The psychology major provides students with a solid grounding in the knowledge base of psychology, allows flexibility in course selection to meet students' career goals, and encourages students to integrate and apply knowledge.

Students who are planning to work in the mental health field are encouraged to take abnormal psychology, a counseling course, behavior modification, tests and measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take experimental psychology, Tests and Measurements, History and Theories of Psychology, and as many of the foundation courses as possible. Students who are hoping to become substance abuse counselors should take the substance abuse specialty courses. Students who are not sure which specialty they are most interested in should take as many of the foundation courses as possible at the start of their program of studies. Departmental advisers will help students design individual courses of study that will help students meet their career goals.

This major may be combined with law school preparatory courses or with courses leading to certification in secondary education, as well as with prerequisite courses for admission to graduate studies in speech-language pathology.

The Education and Behavioral Sciences Department also supervises the Legal Assistant Specialty, Substance Abuse Studies Specialty and the Speech and Language Pathology Specialty. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by individuals who simply wish to take courses in one of these fields.

## General Education Requirements for Professional and Liberal Studies Students in Education Majors

GENERAL EDUCATION REQUIREMENTS:				57
<i>English Composition</i>				
LANG	1500	College Writing I		3
LANG	2000	College Writing II		3
<i>Mathematics</i>				
MATH	1100	Topics in Mathematics I		3
MATH	1150	Topics in Mathematics II		3
<i>Core Studies</i>				
CORE	1410	Journey I		3
CORE	1420	Human Nature, Human Behavior		3
CORE	1430	The Living Earth		3
CORE	1440	Other Voices, Other Visions		3
*CORE	2450	Individual and Social Systems		3
*CORE	2460	Economic Growth and Development		3
CORE	3470	Ethical Systems		3
CORE	4480	Journey II: The Capstone Experience		3
<i>General Distribution Requirements</i>				
ARTS, HIST, LITR				9
Science and Technology Menu				6
Hemispheric and Global Diversity Menu				3
Oral Communication Menu				3

\* Choose one course.

\*\* Human Development course

Early Childhood majors take PSYC 2370.

\*\*Elementary Education majors take either PSYC 2380 or PSYC 2370. Exceptional Education majors take either PSYC 2380 or PSYC 2350. Secondary Education majors take either PSYC 2380 or PSYC 2360.

## Early Childhood Education for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS: 57

MAJOR REQUIREMENTS: 18

EDEC 3201	Sociological Foundations of Early Childhood	3
EDEC 3203	Diagnosis/Assessment/Eval. of Young Children	3
EDEC 3301	Mgmt Strategies for Typical & Atypical Children	3
EDEC 3304	Family & Community Involvement	3
EDEC 3302	Lang. & Dev. of Typical & Atypical Children I	3
EDEC 3102	Child, Family, and Community Health Issues	3

MAJOR SPECIALTY REQUIREMENTS: 18

For Birth to Age Four			OR	For Age Three to Grade Three		
EECB 3103	Active Learning and the Young Child	3		EECP 3103	Active Learning and the Young Child	3
EECB 3104	Indoor/Outdoor Learning Environments	3		EECP 3104	Indoor/Outdoor Environments	3
EECB 3105	Practices & Delivery Systems of Early Childhood Programs	3		EECP 3105	Practices and Delivery Systems of Early Childhood Programs	3
EECB 3401	Management Strategies in Early Childhood of Typical and Atypical Children II	3		EECP 3401	Management Strategies of Typical and Atypical Children in Prekindergarten/Primary Settings II	3
EECB 3403	Discovery and Exploration of the World through Science and Mathematics	3		EECP 3403	Discovery and Exploration of the World through Science and Mathematics	3
EECB 3404	Emergent Literacy and Creative Arts	3		EECP 3404	Emergent Literacy and Creative Arts	3

MINOR SPECIALTY: 21 credits

Additional course work can be selected to pursue individual interests, e.g., selection of a 24 credit block of Speech-Language Pathology course work will make the individual eligible for licensure as a Speech-Language Assistant or satisfy pre-requisites for a master's degree in Speech-Language Pathology. Other possible options include: courses in Sociology/Psychology focusing on conflict resolution; courses in Exceptional Student Education focusing on learning needs of children at risk, courses in management and supervision of Child Care programs, courses in technology as well as courses for speakers of other languages.

## Elementary Education for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS: 57  
 MAJOR REQUIREMENTS:\*\* 30

aEDUC	3360	Educational Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
bEDUC	3510	Instructional Tech. for the Classroom Teacher	3
cEDUC	4340	Learning Assessment	3
aEDUC	4470	Teaching: Principles and Practices	3
aEDUC	4480	Classroom Management	3
dEDUC	4520	Internship	9
bESD	4350	Survey in the Education of Exceptional Children	3

MAJOR SPECIALTY REQUIREMENTS:\*\* 30

*bEDUC	3170	Instructional Materials	3
*bEDUC	4120	Children's Literature	3
bELEM	3110	Teaching Social Studies in Elementary School	3
bELEM	3120	Teaching Science in Elementary School	3
bELEM	3130	Teaching Music in Elementary School	3
bELEM	3140	Teaching Art in Elementary School	3
bELEM	3150	Health and P.E. in Elementary School	3
cELEM	3160	Teaching Math in Elementary School	3
cELEM	3180	Teaching Language Arts	3
cELEM	3310	Reading Skills in Elementary School	3
cELEM	3320	Reading Evaluation	3

\* Choose one course.

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

OPEN ELECTIVES: 3  
 TOTAL DEGREE REQUIREMENTS: 120

## Exceptional Student Education for Professional and Liberal Studies Students Specializing in Varying Exceptionalities, K-12

### GENERAL EDUCATION REQUIREMENTS:

57

### MAJOR REQUIREMENTS:\*\*

60

aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
bELEM	3160	Teaching Math in Elementary	3
bELEM	3180	Teaching Language Arts	3
bELEM	3310	Reading Skills in Elementary	3
bELEM	3320	Reading Evaluation	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
dESED	4400	Intro to Language Dev and Speech Disabilities	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management Exceptional Student	3
eESED	4360	Teaching Mildly Handicapped Students	3
eESED	4080	Classroom Procedures for Mentally Handicapped	3
eESED	4390	Curriculum for Learning Disabilities	3
eESED	4290	Educational Programming for the Emotionally Handicapped	3
fEDUC	4520	Internship	9

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

### OPEN ELECTIVES

3

### TOTAL DEGREE REQUIREMENTS

120

## Exceptional Student Education for Professional and Liberal Studies Students Specializing in Learning Disabilities, K-12

### GENERAL EDUCATION REQUIREMENTS:

57

### MAJOR REQUIREMENTS:\*\*

57

aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
fEDUC	4520	Internship	3
bELEM	3160	Teaching Math in Elementary School	3
bELEM	3180	Teaching Language Arts in Elementary School	3
bELEM	3310	Reading Skills in Elementary School	3
bELEM	3320	Reading Evaluation	3
eESED	4330	Foundations of Learning Disabilities	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
eESED	4390	Curriculum for Learning Disabilities	3
dESED	4400	Intro to Language Dev and Speech Disabilities	3
eESED	4440	Materials & Methods for Learning Disabled Child	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management of Exceptional Student	3

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

### OPEN ELECTIVES

6

### TOTAL DEGREE REQUIREMENTS

120

## Exceptional Student Education for Professional and Liberal Studies Students Specializing in Mental Handicaps, K-12

GENERAL EDUCATION REQUIREMENTS:			57
MAJOR REQUIREMENTS:**			57
aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
fEDUC	4520	Internship	3
bELEM	3160	Teaching Math in Elementary School	3
bELEM	3180	Teaching Language Arts in Elementary School	3
bELEM	3310	Reading Skills in Elementary School	3
bELEM	3320	Reading Evaluation	3
eESED	4060	Foundations of Mental Handicaps	3
eESED	4070	Curriculum for Mentally Handicapped	3
eESED	4080	Classroom Procedures for Mentally Handicapped	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
dESED	4400	Intro to Language Dev and Speech Disabilities	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management of Exceptional Student	3
** OPEN ELECTIVES			6
TOTAL DEGREE REQUIREMENTS			120

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.



## Exceptional Student Education for Professional and Liberal Studies Students Specializing in Emotional Handicaps, K-12

### GENERAL EDUCATION REQUIREMENTS:

57

### MAJOR REQUIREMENTS:\*\*

57

aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
fEDUC	4520	Internship	3
bELEM	3160	Teaching Math in Elementary School	3
bELEM	3310	Reading Skills in Elementary School	3
bELEM	3320	Reading Evaluation	3
eESED	4200	Foundations of Emotional Handicaps	3
eESED	4290	Educ. Programming for Emotionally Handicapped	3
eESED	4300	Classroom Mgmt of the Emotionally Handicapped	3
eESED	4320	Precision Teaching and Behavior Modifications	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
dESED	4400	Intro to Language Dev and Speech Disabilities	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management of Exceptional Student	3

### \*\* OPEN ELECTIVES

6

### TOTAL DEGREE REQUIREMENTS

120

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

## Secondary Education for Professional and Liberal Studies Students

### GENERAL EDUCATION REQUIREMENTS:

57

### MAJOR REQUIREMENTS:\*\*

33

aEDUC	3360	Educational Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	4340	Learning Assessment	3
aEDUC	4470	Teaching: Principles and Practices	3
aEDUC	4480	Classroom Management	3
dEDUC	4520	Internship	9
cESED	4350	Survey in the Education of Exceptional Children	3
bSECE	—	Teaching Secondary _____	3
cEDUC	3510	Instructional Tech for the Classroom Teacher	3

### SPECIALTY:

According to certification requirements for content area (see below).

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the Student Handbook for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

### Social Sciences

\*Specialty according to certification requirements 30

OPEN ELECTIVES 3

TOTAL DEGREE REQUIREMENTS 23

### Mathematics

\*Specialty according to certification requirements 27

OPEN ELECTIVES 3

TOTAL DEGREE REQUIREMENTS 120

### English

\*Specialty according to certification requirements 27

OPEN ELECTIVES 3

TOTAL DEGREE REQUIREMENTS 120

### Biology

\*Specialty according to certification requirements 42-43

OPEN ELECTIVES 3

TOTAL DEGREE REQUIREMENTS 132-133

\*Contact Student Advising for specific requirements.

## **Technology Minor for Education Majors**

This 18 credit-hour minor is intended for Education majors who would like in-depth training in the use of technology as it relates to teaching at the elementary and secondary levels.

### **TECH 1110 - Technology in the Information Age**

Students pursuing this minor will take six other credits of science in the General Education Science and Technology menu. TECH 1110 will be taken as part of the minor.

- EDUC 3510 Instructional Technology for the Classroom Teacher
- TECH 2150 Using the Internet
- TECH 3520 Emerging Technology in Education
- TECH 3530 Multimedia Authoring Systems for Educators
- TECH 4510 Utilizing Technology to Develop Curriculum

## Requirements for Professional and Liberal Studies Students in the Psychology Major

### GENERAL EDUCATION REQUIREMENTS:

57

#### *English Composition*

LANG 1500	College Writing I	3
LANG 2000	College Writing II	3

#### *Mathematics*

MATH 1100	Topics in Mathematics I	3
MATH 1150	Topics in Mathematics II	3
MATH 3020	Applied Statistics	3

#### *Core Studies*

CORE 1410	Journey I	3
CORE 1420	Human Nature, Human Behavior	3
CORE 1430	The Living Earth	3
CORE 1440	Other Voices, Other Visions	3
* CORE 2450	Individual and Social Systems	3
* CORE 2460	Economic Growth and Development	3
CORE 3470	Ethical Systems	3
CORE 4480	Journey II: The Capstone Experience	3

#### *General Distribution Electives*

ARTS, HIST, LITR		9
Science and Technology Menu		6
Hemispheric and Global Diversity Menu		3
Oral Communication Menu		3

### MAJOR REQUIREMENTS:

15

PSYC 1020	Introduction to Psychology	3
PSYC 3000	Research Methods	3
PSYC 3110	Interpersonal Communication	3
PSYC 4800	Research Practicum OR	
PSYC 4810	Community Practicum	3
PSYC 4840	Advanced Practicum OR	
PSYC 4880	Senior Seminar	3

### FOUNDATION COURSES:

9

(select at least three courses from the following foundation courses)

PSYC 2380	Child and Adolescent Development OR	3
PSYC 2350	Human Life Span Development	
PSYC 3160	Issues in Social Psychology	3
PSYC 3510	Human Learning and Cognition	3
PSYC 4600	Biological Basis of Behavior	3

\* Choose one course.

**PSYCHOLOGY OPEN ELECTIVE COURSES:****12**

(Select at least four psychology (PSYC) courses after consulting an adviser.

These may be additional foundation courses or specialty courses. The specialty courses are listed below.)

PSYC	1640	Current Perspectives in Substance Abuse	3
PSYC	2110	Human Sexuality	3
PSYC	2130	Family Relationship Skills	3
PSYC	2390	Adulthood and Aging	3
PSYC	2450	Forensic Psychology	3
PSYC	2460	Health Psychology	3
PSYC	2470	Loss, Grief, and Bereavement	3
PSYC	2500	Psychology of Leadership	3
PSYC	3030	Experimental Psychology	3
PSYC	3260	Abnormal Psychology	3
PSYC	3300	Behavior Modification	3
PSYC	3360	Psychology of Women	3
PSYC	3450	Interviewing	3
PSYC	3500	Community Psychology	3
PSYC	3550	Substance Abuse and the Family	3
PSYC	3560	Substance Abuse in Business and Industry	3
PSYC	3570	The Psychology and Physiology of Substance Abuse	3
PSYC	3580	Rehabilitation Strategies for Substance Abuse	3
PSYC	3620	Drug Prevention and Education	3
PSYC	3630	Professional Development in Substance Abuse	3
PSYC	3710	History and Theories of Psychology	3
PSYC	3760	Multicultural Issues in Psychology	3
PSYC	3800	Current Psychotherapies	3
PSYC	4050	Psychological Tests and Measurements	3
PSYC	4100	Individual Counseling	3
PSYC	4150	Group Counseling	3
PSYC	4830	Practicum in Substance Abuse Treatment	3

**OPEN ELECTIVES:****27****TOTAL DEGREE REQUIREMENTS:****120**

## Minor in Psychology

The 18 credit-hour minor in psychology is intended to provide students with a solid grounding in the knowledge base of psychology and the opportunity to explore areas of psychology that most closely correspond to their interests and goals.

All students minoring in psychology take the following required classes:

PSYC 1020	Introduction to Psychology	
PSYC 3110	Interpersonal Communication	6 credit hours

Students select at least two of the following six classes:

PSYC 2350	Life Span Development	
PSYC 3000	Psychological Research Methods	
PSYC 3160	Issues in Social Psychology	
PSYC 3210	Personality	
PSYC 3510	Human Learning and Cognition	
PSYC 4600	Biological Bases of Behavior	6 credit hours

With the help of an academic advisor or faculty mentor, students select two psychology elective courses (these can include extra classes from the list above).

6 credit hours

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18 total credit hours

Note: At least three of the six psychology classes must be 300 or 400 level courses.

## **LIBERAL ARTS**

The bachelor of arts degree is offered through the Liberal Arts Department with the following major concentration:

### **Liberal Arts**

#### **Science and the Law**

The Liberal Arts major is designed for students wishing to gain a broad background in the various disciplines included in the liberal arts, such as literature, the arts, history, political studies, philosophy, and interdisciplinary studies. The courses in this major aid students in developing analytical and communication skills, aesthetic responsiveness, moral imagination, and intellectual integrity.

The Science and the Law major offered jointly by the Liberal Arts and Math, Science, and Technology Departments provides students with an interdisciplinary concentration in legal studies and science. The major serves students interested in pursuing careers in public service or environmental studies or graduate study in law or the sciences.

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentration:

### **Legal Studies**

The Legal Studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

Students wishing to pursue both a Legal Studies Major and a Legal Studies Specialty Certificate may substitute the following two courses in order to complete both programs and graduate with 120 hours:

LEGS 1150: Introduction to Law and the Legal Profession substitutes for LGST 2100: The Legal Profession

LEGS 3100: Legal Research and Writing I substitutes for LGST 3300: Legal Research and Writing.

These course substitutions are available only for students pursuing this major and specialty.

## General Education Requirements for Professional and Liberal Studies Students in Liberal Arts Department Majors

GENERAL EDUCATION REQUIREMENTS: 54

### *English Composition*

LANG 1500	College Writing I	3
LANG 2000	College Writing II	3

### *Mathematics*

MATH 1100	Topics in Mathematics I	3
MATH 1150	Topics in Mathematics II	3

### *Core Studies*

CORE 1410	Journey I	3
CORE 1420	Human Nature, Human Behavior	3
CORE 1430	The Living Earth	3
CORE 1440	Other Voices, Other Visions	3
CORE 2450	Individual and Social Systems	3
CORE 3470	Ethical Systems	3
CORE 4480	Journey II: The Capstone Experience	3

### *General Distribution Electives*

ARTS, HIST, LITR	3
Science and Technology Menu	3
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

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## Legal Studies for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS: 54

MAJOR REQUIREMENTS: 48

HIST 3010	Constitutional History I	3
HIST 3020	Constitutional History II	3
LGST 2010	Law in Action: Intro to Legal Reasoning	3
LGST 2100	The Legal Profession	3
LGST 2400	Comparative Legal Systems	3
* LGST 3000	Interdisciplinary Studies in Law	3
* LGST 3260	Formation of Am. Private Law	3
LGST 3660	Philosophy of Law	3
LGST 4050	Civil and Political Liberties	3
* LGST 4260	Private Law & Modern American Thought	3
LGST 3300	Legal Research & Writing	3
LGST 4300	Mock Trial	3
LGST 4410	International Law	3
LGST 4450	Legal Studies Capstone	3
PHIL 1300	Critical Thinking	3
PHIL 3330	History of Political Thought I	3
OR		
PHIL 3340	History of Political Thought II	3

\* Indicates new course title (compared to 1995-96 catalog).

OPEN ELECTIVES: 18

TOTAL DEGREE REQUIREMENTS: 120



## Liberal Arts for Professional and Liberal Studies Students

GENERAL EDUCATION REQUIREMENTS:	54
MAJOR REQUIREMENTS	48

### BASIC COURSES

#### Philosophy

PHIL 1300 Critical Thinking	3
PHIL 2300 Philosophical Issues	3

#### The Arts

3

(Select one course in addition to one course from Distribution):

ARTS 2300 Art and Society
ARTS 2400 The Theatre Arts
ARTS 2500 Music Through History
ARTS 2540 Intro to Film Criticism

#### Literature

6

(Select two courses in addition to one course from Distribution):

LITR 2010 British Literature
LITR 2020 American Literature
LITR 2030 World Literature

#### History

3

(Select once course in addition to one course from Distribution):

HIST 2050 The American Experience
HIST 2100 The Roots of Western Society

### ADVANCED COURSES

#### Philosophy

6

(Select two courses):

PHIL 3180 Biomedical Ethics
PHIL 3220 Philosophy of Science
PHIL 3330 History of Political Thought I
PHIL 3340 History of Political Thought II
PHIL 3660 Philosophy of Law
*PHIL 4900 Special Topics in Philosophy (Prereq. PHIL 1300 or instructor approval)

#### The Arts

6

(Select two courses; Prereqs. ARTS 2300 or ARTS 2500)

ARTS 3000 Film Studies (Prereq. LITR 2010)
ARTS 3020 Women in the Arts
ARTS 3300 Myth and Art
ARTS 3400 Non-Western and Modern Art
*ARTS 4900 Special Topics in the Arts

## Liberal Arts for Professional and Liberal Studies Students

### Literature

6

(Select two courses)

- \*LITR 3010 Studies in British Literature (Prereq. LITR 2010)
- \*LITR 3020 Studies in American Literature (Prereq. LITR 2020)
- \*LITR 3030 Studies in World Literature (Prereq. LITR 2030)
- LITR 3040 Women and Literature (Prereq. LITR 2010, 2020, or 2030)
- \*LITR 3050 Area Studies in Literature (Prereq. LITR 2010, 2020, or 2030)
- \*LITR 3610 Literary Genres (Prereq. LITR 2010, 2020, or 2030)
- LITR 4060 Feminist Criticism and Theory
- \*LITR 4700 Major Authors (Prereq. LITR 2010, 2020, or 2030)
- \*LITR 4710 Legends and Motifs in Literature (Prereq. LITR 2010, 2020, or 2030)
- \*LITR 4900 Special Topics in Literature (Prereq. LITR 2010, 2020, or 2030)

### History

6

(Select two courses):

- HIST 3010 Constitutional History I
- HIST 3020 Constitutional History II
- \*HIST 3030 Studies in American History (Prereq. HIST 2050)
- \*HIST 3040 Studies in European and Non-Western History (Prereq. HIST 2100)
- \*HIST 4900 Special Topics in History (Prereqs. 3000-Level history course, or instructor permission)

### ADDITIONAL ADVANCED ELECTIVE

3

Select one additional course from Advanced Courses listed above.

OR

- \*HUMN 4900 Special Topics in the Liberal Arts (Prereq. one 200-level PHIL, ARTS, LITR, or HIST course)

HUMN 4999 Senior Project (Prereq. Senior Standing)

3

OPEN ELECTIVES:

18

TOTAL DEGREE REQUIREMENTS:

120

\*Course may be repeated once for credit if content changes. Departmental approval required.

## COMMUNICATIONS MINOR

The Communications Minor program at Nova Southeastern prepares students who are broadly educated in the liberal arts to meet professional requirements in entry level positions in journalism, broadcasting, and business departments connected with these media. The curriculum for the Communications Minor emphasizes both the theoretical (academic) and practical (professional) aspects of the rapidly changing communications field. This program is not a major but must be taken in conjunction with one of the majors offered throughout the Farquhar Center. Business Majors may not select the Management Sequence.

The student must complete at least six (6) of the courses offered: two (2) from the Basic Menu and four (4) others from a selected Minor Sequence for a total of eighteen (18) credits.

## **BASIC COURSES**

### Select two courses:

- COMM 2100 Mass Media
- COMM 2510 Intermediate Telecommunications
- COMM 3010 Ethical Issues in Communications
- COMM 4010 Information Theory

## **JOURNALISM SEQUENCE**

### Required:

- COMM 2010 Introduction to Journalism

### Select three courses:

- ARTS 2540 Introduction to Film Criticism
- ARTS 3000 Film Studies(When offered as "Film as Literature" or "Minorities in Cinema")
- COMM 4900 Special Topics in Communications, with permission of department chair.
- HUMN 4900 Special Topics in the Humanities(When offered as "Pop Culture Theory")
- LANG 3000 Advanced College Writing
- LANG 3030 Creative Writing: Fiction
- SOCL 4030 Images of Women in Popular Culture

## **BROADCASTING SEQUENCE**

### Required:

- COMM 2020 Introduction to Broadcast Journalism
- COMM 2030 Introduction to Broadcast Technology

### Select two courses:

- ARTS 2400 The Theatre Arts
- ARTS 2500 Music Through History
- COMM 4900 Special Topics in Communications, with permission of department chair.
- HUMN 4900 Special Topics in the Liberal Arts (When offered as "Pop Culture Theory")
- LANG 2010 Public Communications
- LANG 2020 Theories of Argument & Debate
- LANG 2030 Dramatic Interpretation

## MANAGEMENT SEQUENCE (Not open to Business Majors)

### Required:

BUSS 1010 Introduction to Business  
MRKT 1010 Introduction to Marketing

### Select two courses:

MGMT 2050 Principles of Management  
MGMT 3020 Organizational Communication  
MRKT 3210 Advertising and Sales

Courses taken to fulfill General Education Requirements cannot be applied to the minor.

## GLOBAL STUDIES MINOR

The Global Studies minor provides a broadly global base for students who plan careers in business, government, medical and psychological services, the legal profession, or education. The courses in this minor allow students to internationalize their chosen major while expanding their concept of social and ecological responsibility to the global arena. The minor sponsors research and provides opportunity for unique field study experiences, internships, and community service abroad.

Students must take two 3-credit courses from the Hemispheric and Global Diversity Menu and any four courses (12 credits) from the Global Studies Menu.

### Hemispheric and Global Diversity

#### Select two courses:

- HIST 2130 The Formation of Latin America
- HIST 2140 Modern Latin America
- HIST 2160 African Studies
- HIST 2250 The Pacific Rim
- LACS 4850 Preparation for Field Study
- SOCL 2500 Global Diversities: Issues and Perspectives

### Global Studies

#### Select four courses:

- ARTS 3400 Non-Western and Modern Art
- BUSS 3550 Introduction to International Business
- CORE 2460 Economic Transformations and Society
- ECON 3550 International Economics
- FINC 4550 International Finance
- GEOG 2050 Survey of Geography
- GEOG 2910 Special Topics (When offered as "Field Studies in Biogeography")
- \*LACS 4860 Field Study in Latin America
- LANG 1210 Elementary Spanish
- LANG 2210 Intermediate Spanish
- LGST 2400 Comparative Legal Systems
- LGST 3000 Interdisciplinary Studies in Law (When offered as "Cultural Minorities and the Law")
- LGST 4410 International Law
- LITR 3050 Area Studies in Literature (When offered as "Latin American Fiction" or "The Mexican Cult of Death in Myth, Art and Literature")
- LITR 4710 Legends and Motifs in Literature: "Don Juan"
- BIOL 1040 Environmental Studies
- MGMT 3550 International Management
- PSYC 3760 Multicultural Issues in Psychology
- SOCL 3030 Transcultural Issues in Health Care
- SOCL 3110 Women and Society: Cross Cultural Perspectives
- SOCL 3240 Women in the Workforce

\*Students who select LACS 4860, Field Study in Latin America, must take LACS 4850 as prerequisite. Since LACS 4860 counts six credit hours, students who select this option will need to take only two other courses in the Global Studies menu, and one other course besides LACS 4850 in the Hemispheric and Global Diversity menu. Courses taken to fulfill General Education Requirements cannot be applied to the minor. Also, some of the courses above have specific prerequisites that must be met before taking these courses. Students should consult a current Catalog for specific prerequisites.

## LEGAL STUDIES MINOR

This program provides an introduction to the American and world legal systems and their interaction with culture and society. It is especially suggested for students planning careers in business, government or law.

HIST 3010	Constitutional History I	3
HIST 3020	Constitutional History II	3
OR		
PHIL 3330	History of Political Thought I	3
PHIL 3340	History of Political Thought II	3
LGST 2010	Law in Action	3
LGST 2100	The Legal Profession	3
OR		
LGST 2400	Comparative Legal Systems	
PHIL 3660	Philosophy of Law	3
ANY 400-Level LGST Course		3
Total		18

Courses taken to fulfill General Education Requirements cannot be applied to the minor.

## LATIN AMERICAN AND CARIBBEAN STUDIES MINOR

The Latin American and Caribbean Studies minor provides a broad interdisciplinary base for students who plan careers involving Latin American and Caribbean peoples. Students can complete the minor as a means of enhancing their ability to work and live in an increasingly interdependent, Multicultural hemisphere. The minor sponsors research and provides opportunity for unique field study experiences, internships, and community service in Latin America and the Caribbean.

Students must take two 3-credit courses from the Hemispheric and Global Diversity Menu, and three 3-credit courses from the Latin American and Caribbean Studies Menu. Students must also demonstrate competency in Spanish or Portuguese, which may be fulfilled by three credits of course work (such as LANG 1210, Elementary Spanish, or LANG 2210, Intermediate Spanish, or by transferring 3 credits of Spanish or Portuguese), by examination (CLEP or equivalent), or in conjunction with an approved study-abroad experience. LACS 4860, Field Study in Latin American, which requires LACS 4850, Preparation for Field Study, fulfills the foreign language requirement as well.

### Hemispheric and Global Diversity      Select two courses:

- HIST 2130 The Formation of Latin America
- HIST 2140 Modern Latin American
- HIST 2160 African Studies
- HIST 2250 The Pacific Rim
- \*LACS 4850 Preparation for Field Study
- SOCL 2500 Global Diversities: Issues and Perspectives

### Latin American and Caribbean Studies      Select three courses:

- BUSS 3550 Introduction to International Business
- CORE 2460 Economic Transformations and Society
- ECON 3550 International Economics
- FINC 4550 International Finance
- GEOG 2910 Special Topics (When offered as "Field Studies in Biogeography")
- \*LACS 4860 Field Study in Latin America
- LANG 1210 Elementary Spanish
- LANG 2210 Intermediate Spanish
- LGST 2400 Comparative Legal Systems
- LGST 3000 Interdisciplinary Studies in Law (When offered as "Cultural Minorities and the Law")
- LGST 4410 International Law
- LITR 3050 Area Studies in Literature (When offered as "Latin American Fiction" or "The Mexican Cult of Death in Myth, Art and Literature")
- LITR 4710 Legends and Motifs in Literature (When offered as "Don Juan")
- BIOL 1040 Environmental Studies
- MGMT 3550 International Management
- PSYC 3760 Multicultural Issues in Psychology
- SOCL 3110 Women and Society: Cross Cultural Perspectives
- SOCL 3240 Women in the Workforce

\*Students who take LACS 4850, Preparation for Field Studies, and LACS 4860, Field Study in Latin America (LACS 4860 requires LACS 4850 as prerequisite) should select one course from the Hemispheric and Global Diversity menu and two courses from the Latin American and Caribbean Studies menu. Courses taken to fulfill General Education Requirements cannot be applied to the minor. Also, some of the courses above have specific prerequisites that must be met before taking these courses. Students should consult a current Catalog for specific prerequisites.

## LIBERAL ARTS MINOR

Combined with a major in a specialized field, the Liberal Arts minor prepares individuals to meet the challenges of the contemporary workplace. Experts now contend that individuals will change careers at least twice in a lifetime. As a result, employers look for individuals who have broad training, in addition to specialized skills. A liberal arts minor offers individuals the skills and flexibility necessary for professional success.

Interdisciplinary in design, the Liberal Art's minor supplements and complements the student's major area of study. It consists of 18 credits in courses that offer students an opportunity to study philosophy, history, arts and literature.

Students select one, 3-credit course from each of the four liberal arts areas: Arts, History, Literature, Philosophy. Students then select an additional two courses (6 credits) at the 3000-level or above in one area of concentration.

### ARTS

ARTS 2300 Art and Society  
ARTS 2400 Theatre Arts  
ARTS 2500 Music Through History  
ARTS 2540 Intro. to Film Criticism  
ARTS 3000 Film Studies  
ARTS 3020 Women in the Arts  
ARTS 3300 Myth and Art  
ARTS 4900 Special Topics in the Arts

### HISTORY

HIST 2050 The American Experience  
HIST 2100 The Roots of Western Society  
HIST 3010 Constitutional History I  
HIST 3020 Constitutional History II  
HIST 3030 Studies in American History  
HIST 3040 Studies in European and  
Non-Western History  
HIST 4900 Special Topics in History

### LITERATURE

LITR 2010 British Literature  
LITR 2020 American Literature  
LITR 2030 World Literature  
LITR 3010 Studies in British Lit.  
LITR 3020 Studies in Am. Lit.  
LITR 3030 Studies in World Lit.  
LITR 3040 Women and Lit.  
LITR 3050 Area Studies in Lit.  
LITR 3610 Literary Genres  
LITR 4060 Feminist Criticism/Theory  
LITR 4700 Major Authors  
LITR 4900 Special Topics in Lit.

### PHILOSOPHY

PHIL 1300 Critical Thinking  
PHIL 2300 Philosophical Issues  
PHIL 3180 Biomedical Ethics  
PHIL 3220 Philosophy of Science  
PHIL 3330 History of Pol. Thought I  
PHIL 3340 History of Pol. Thought II  
PHIL 3660 Philosophy of Law  
PHIL 4900 Special Topics in Philosophy

### HUMANITIES

HUMN 4900 Special Topics in the Humanities

Courses taken to fulfill General Education Requirements cannot be applied to the minor.



## WOMEN'S STUDIES MINOR

The Women's Studies Program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology, and the arts. Students may complete a minor with six of the courses offered for a total of 18 credits.

Individual courses are also open to the general student population.

### Required:

WMST 2050 Feminist Thought: Intro. to Women's Studies

### Select five courses:

- ARTS 3000 Film Studies (When offered as "Women in Film")
- ARTS 3020 Women in the Arts
- BUSS/SOCL 3240 Women in the Workforce
- LGST 3000 Interdisciplinary Studies in Law (When offered as "Women and the Law", formerly WMS/LGS 260)
- LITR 3040 Women and Literature
- LITR 4060 Feminist Criticism and Theory
- LITR 4700 Major Authors (If Woman Author)
- PSYC 3360 Psychology of Women
- SOCL 3110 Women and Society: Cross Cultural Perspective
- SOCL 4030 Images of Women in Popular Culture
- WMST 4900 Special Topics in Women's Studies

In addition to the above courses, other courses may be approved by the program coordinator as applicable toward the minor.

Courses taken to fulfill General Education Requirements cannot be applied to the minor.

# MATH, SCIENCE, AND TECHNOLOGY

The bachelor of science degree is offered through the Math, Science, and Technology Department with the following major concentrations:

## Life Sciences (premedical)

The Life Sciences major, with a premedical emphasis, provides a strong curriculum in biology with significant study in the physical sciences. This major can provide the basis for graduate study in specialized fields of biology, for professional training in medical fields, and for teaching. Professional careers in the medical fields and in biology involve graduate study beyond the baccalaureate degree; therefore, both the core and the major have been designed to meet the admission requirements of many medical, dental, pharmacy, optometry, allied health, veterinary schools, and of schools for graduate study in the biological sciences. Dual admissions and combined programs with the Nova Southeastern Health Professions divisions are available for select, qualified students. Information on these programs can be obtained from the Office of Admissions of the Farquhar Center.

## Ocean Studies

The Ocean Studies major is designed to prepare students for a career or further graduate study. The curriculum consists of a set of core courses in physical and natural science, leading to a degree in ocean science that is designed as a solid basis for entering the field of marine biology, as well as preparation for further graduate study in this area. A dual admissions combined Bachelors-Master's Program with the Oceanographic Center is available for select, qualified students. Information on this program can be obtained from the Farquhar Center Office of Admissions.

## Science and the Business Environment

The interdisciplinary major, Science and the Business Environment, provides students the broad-based background needed by those wishing to pursue careers where the disciplines of science and business converge. This major encompasses studies in science where the student can concentrate on environmental/marine courses or cell, genetic and molecular courses. It also includes courses in business, thereby, providing the student fundamental knowledge in accounting, marketing, management, economics and finance.

## Science and the Law

The Science and the Law major offered jointly by the Liberal Arts and Math, Science, and Technology Departments provides students with an interdisciplinary concentration in legal studies and science. The major serves students interested in pursuing careers in public service or environmental studies or graduate study in law or the sciences.

## **Mathematical Sciences**

The **Mathematical Sciences** major is designed for students who are interested in mathematics and who would like to explore various career options which are accessible to a mathematics major. In addition to mathematics courses, students also complete coursework in physics, chemistry and computer science to give them a well rounded technical background. Also, by following one of several elective packages, students may prepare themselves for graduate programs and/or positions in business, education and science.

## Life Science Major for Professional and Liberal Studies Students

### GENERAL EDUCATION REQUIREMENTS: 56

#### *English Composition*

LANG	1500	College Writing I	3
LANG	2000	College Writing II	3

#### *Mathematics*

MATH	1250	Trigonometry	3
MATH	2100	Calculus I	4

#### *Core Studies*

CORE	1410	Journey I	3
CORE	1420	Human Nature, Human Behavior	3
CORE	1430	The Living Earth	3
CORE	1440	Other Voices, Other Visions	3
CORE	2450 or 2460	Individual and Social Systems or Economic Growth and Development	3
CORE	3470	Ethical Systems	3
CORE	4480	Journey II	3

#### *General Distribution Electives*

ARTS, HIST, LITR			9
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

#### Science and Technology

TECH	1110	Technology in the Information Age	3
BIOL	1500	Biology I/Lab	4

### MAJOR REQUIREMENTS: 54-57

PHIL	3180	Biomedical Ethics	3
LGST	2010	Law in Action	3
BIOL	1510	Biology II/Lab	4
BIOL	2310	Vertebrate Structure-Function/Lab	5
BIOL	3400	Microbiology/Lab	4
BIOL	3600	Genetics/Lab	4
BIOL	4340	Cellular and Molecular Biology	3
BIOL	4450	Biochemistry/Lab	4
MATH	3020	Applied Statistics	3
CHEM	2300	General Chemistry I/Lab	4
CHEM	2310	General Chemistry II/Lab	4

choose 4 of the following

<sup>1,2,5</sup> PHYS	2350	Applied Physics I/Lab	4
<sup>1,2,5</sup> PHYS	2360	Applied Physics II/Lab	4
<sup>2,4</sup> CHEM	3200	Essentials of Organic Chem/Lab	4
<sup>1,3</sup> CHEM	3300	Organic Chemistry I/Lab	4
<sup>1,3</sup> CHEM	3310	Organic Chemistry II/Lab	4
<sup>2*,4,5</sup> PSYC	2380	Child and Adolescent Developmt	3
<sup>2*,4,5</sup> PSYC	2390	Adulthood and Aging	3
<sup>3,4</sup> ECON	2010	Macroeconomics	3
<sup>3</sup> ECON	2020	Microeconomics	3

### ELECTIVES: 7-10

### TOTAL DEGREE CREDIT REQUIREMENTS: 120

KEY: 1=pre med, 2=pre optometry, 2\*=pre optometry select one, 3=pre pharmacy, 4=pre physician assistant, 5=pre physical therapy

## Mathematical Sciences Major for Professional and Liberal Studies

### GENERAL EDUCATION REQUIREMENTS: 45

#### *English Composition*

LANG	1500	College Writing I	3
LANG	2000	College Writing II	3

#### *Core Studies*

CORE	1410	Journey I	3
CORE	1420	Human Nature, Human Behavior	3
CORE	1430	The Living Earth	3
CORE	1440	Other Voices, Other Visions	3
* CORE	2450	Individual and Social Systems	3
* CORE	2460	Economic Growth and Development	3
CORE	3470	Ethical Systems	3
CORE	4480	Journey II: The Capstone Experience	3
TECH	1110	Technology in the Information Age	3

#### *General Distribution Electives*

ARTS, HIST, LITR	9
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

\* Choose one course.

### MAJOR REQUIREMENTS: 54

#### *Mathematics*

MATH	2100	Calculus I	4
MATH	2200	Calculus II	4
MATH	3020	Applied Statistics	3
MATH	3100	Differential Equations	3
MATH	3250	Euclidean Geometry	3
MATH	3300	Linear Algebra	3
MATH	3350	Number Theory	3
MATH	4050	Advanced Calculus I	3
MATH	4500	Probability and Statistics	3

#### *Physics*

PHYS	2350	Applied Physics I/Lab	4
PHYS	2360	Applied Physics II/Lab	4

#### *Chemistry*

CHEM	2300	General Chemistry I/Lab	4
CHEM	2310	General Chemistry II/Lab	4

#### *Computer Science*

CCS	1700	Introduction to Programming	3
CCS	3300	Structured Programming	3
CCS	3550	The C Programming Language	3

ELECTIVES 21

TOTAL DEGREE CREDIT REQUIREMENTS 120

## Ocean Studies Major for Professional and Liberal Studies Students

### GENERAL EDUCATION REQUIREMENTS: 56

#### *English Composition*

LANG	1500	College Writing I	3
LANG	2000	College Writing II	3

#### *Mathematics*

MATH	1250	Trigonometry	3
MATH	2100	Calculus I	4

#### *Core Studies*

CORE	1410	Journey I	3
CORE	1420	Human Nature, Human Behavior	3
CORE	1430	The Living Earth	3
CORE	1440	Other Voices, Other Visions	3
CORE	2450	Individual and Social Systems or Economic Growth and Development	3

(Choose one)

CORE	3470	Ethical Systems	3
CORE	4480	Journey II	3

#### *General Distribution Electives*

ARTS, HIST, LITR	9
Hemispheric and Global Diversity Menu	3
Oral Communication Menu	3

#### Science and Technology

TECH	1110	Technology in the Information Age	3
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BIOL	1500	Biology I/Lab	4
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### MAJOR REQUIREMENTS:

**68-71**

BIOL	3210	History of Science	3
BIOL	1510	Biology II/Lab	4
BIOL	2300	Invertebrate Zoology/Lab	4
BIOL	3200	General Ecology/Lab	4
BIOL	3600	Genetics/Lab	4
BIOL	4450	Biochemistry/Lab	4
MATH	3020	Applied Statistics	3
CHEM	2300	General Chemistry I/Lab	4
CHEM	2310	General Chemistry II/Lab	4
CHEM	3200	Essentials of Organic Chem/Lab	4
PHYS	2350	Applied Physics I/Lab	4
PHYS	2360	Applied Physics II/Lab	4
OCES	2500	Introductory Oceanography/Lab	4
OCES	4490	Research Methods	3
OCES	4500	Directed Research Project I	1
OCES	4510	Directed Research Project II	1
OCES	4520	Directed Research Project III	1
OCOR	5604	Marine Geology	3
Select 3 of the following 6			
BIOL	2310	Vertebrate Structure-Funct II/Lab	5
BIOL	3400	Microbiology/Lab	4
OCMB	6230	Marine Ichthyology	3
OCMB	6090	Marine Vertebrates	3
OCMB	6070	Marine Botany	3

### TOTAL DEGREE CREDIT REQUIREMENTS:

**124-127**

OCOR and OCMB courses are graduate courses taken for undergraduate credit.

## CURRICULUM REQUIREMENTS FOR SCIENCE AND THE LAW

<b>GENERAL EDUCATION REQUIREMENTS:</b>			<b>55</b>
<i>English Composition</i>			
LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
<i>Mathematics</i>			
MATH	1250	Trigonometry	3
MATH	3020	Applied Statistics	3
<i>Core Studies</i>			
CORE	1410	Journey I	3
CORE	1420	Human Nature, Human Behavior	3
CORE	1430	The Living Earth	3
CORE	1440	Other Voices, Other Visions	3
CORE	2450	Individual and Social Systems or	3
CORE	2460	Economic Growth and Development	3
CORE	3470	Ethical Systems	3
CORE	4480	Journey II	3
<i>General Distribution Electives</i>			
ARTS, HIST, LITR			9
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3
<i>Science and Technology</i>			
TECH	1110	Technology in the Information Age	3
BIOL	1500	Biology I/Lab	4
<b>MAJOR REQUIREMENTS:</b>			<b>53-58</b>
BIOL	1510	Biology II/Lab	4
CHEM	2300	General Chemistry I/Lab	4
CHEM	2310	General Chemistry II/Lab	4
PHYS	2350	Applied Physics I/Lab	4
PHYS	2360	Applied Physics II/Lab	4
Choose 4 courses from those marked * (12-17 credits)			
* BIOL	2300	Invertebrate Structure & Function/Lab	4
* BIOL	2310	Vertebrate Structure & Function/Lab	5
* BIOL	3200	General Ecology/Lab	4
* BIOL	3400	Microbiology/Lab	4
* BIOL	3600	Genetics/Lab	4
* BIOL	4340	Cell and Molecular Biology	3
* OCES	2500	Introductory Oceanography/Lab	4
* OCES	4490	Research Methods	3
* OCOR	5604	Marine Geology	3
* CZMT	0609	Principles of Coastal Zone Management	3
LGST	2010	Law in Action	3
LGST	2400	Comparative Legal Systems	3
LGST	3000	LGST elective	3
HIST	3010	Constitutional History I	3
HIST	3020	Constitutional History II	3
LGST	4400	Special reading in Legal Studies	3
		(When offered with emphasis in Law and Science)	
LGST	4410	International Law	3
<b>Electives</b>			<b>7 - 12</b>
<b>TOTAL DEGREE CREDIT REQUIREMENTS:</b>			<b>120</b>
OCOR and CZMT are graduate courses taken for undergraduate credit.			

# CURRICULUM REQUIREMENTS FOR SCIENCE AND THE BUSINESS ENVIRONMENT

## GENERAL EDUCATION REQUIREMENTS:

55

### *English Composition*

LANG	1500	College Writing I	3
LANG	2000	College Writing II	3

### *Mathematics*

MATH	1250	Trigonometry	3
MATH	3020	Applied Statistics	3

### *Core Studies*

CORE	1410	Journey I	3
CORE	1420	Human Nature, Human Behavior	3
CORE	1430	The Living Earth	3
CORE	1440	Other Voices, Other Visions	3
CORE	2460	Economic Growth and Development	3
CORE	3470	Ethical Systems	3
CORE	4480	Journey II	3

### *General Distribution Electives*

ARTS, HIST, LITR			9
Hemispheric and Global Diversity Menu			3
Oral Communication Menu			3

### Science and Technology

TECH	1110	Technology in the Information Age	3
BIOL	1500	Biology I/Lab	4

## MAJOR REQUIREMENTS:

52-57

BIOL	1510	Biology II/Lab	4
CHEM	2300	General Chemistry I/Lab	4
CHEM	2310	General Chemistry II/Lab	4

Choose 5 courses from those marked \* (16-21 credits)

* BIOL	2300	Invertebrate Structure & Function/Lab	4
* BIOL	2310	Vertebrate Structure & Function/Lab	5
* BIOL	3200	General Ecology/Lab	4
* BIOL	3400	Microbiology/Lab	4
* BIOL	3600	Genetics/Lab	4
* BIOL	4340	Cell and Molecular Biology	3
* OCES	2500	Introductory Oceanography/Lab	4
* OCES	4490	Research Methods	3
* OCOR	5604	Marine Geology	3
* CZMT	0609	Principles of Coastal Zone Management	3
* PHYS	2350	Applied Physics I/Lab	4
* PHYS	2360	Applied Physics II/Lab	4
ACCT	2050	Principles of Accounting I	3
BUSS	1010	Introduction to Business	3
BUSS	3150	Business Law	3
BUSS	4880	Business Strategy and Policy	3
ECON	2010	Principles of Macroeconomics	3
FINC	3010	Corporation Finance	3
MGMT	2050	Principles of Management	3
MRKT	1010	Introduction to Marketing	3

Electives

8 - 13

## TOTAL DEGREE CREDIT REQUIREMENTS:

120

OCOR and CZMT are graduate courses taken for undergraduate credit.



# CAREER DEVELOPMENT PROGRAM

Adult undergraduate learners are people who often have limited access to higher education, whether they are employed managers, technicians with "terminal" education, service workers who need specific training and career credentials, housewives who have full-time commitments, teacher aides who want to become teachers, or individuals seeking career changes who are trapped by their present responsibilities. These people are faced with changing careers; transitional roles; new technology; increasing information demands; and intellectual, leisure, cultural, and social needs. Usually they are returning to education to increase their competency in a variety of adult roles and to expand their career opportunities.

Nova Southeastern recognizes that most adults seek higher education to enhance their career status as workers, students, spouses, parents, even as children concerned, for example, with aging parents. A successful educational program for these individuals must make each of these roles rewarding.

Two elements of the adult educational design, therefore, are related to this reward. One, the program must increase the skills and performance of the student in career-related areas. Two, the program must be built around the student's present condition of family and employment. Research continues to show that the reasons adults choose not to go to school are time, travel, and family responsibilities - in other words, inconvenience. In order for higher education to be palatable for adults - particularly for adults in greatest need- it must not come at the sacrifice of their responsibilities on the job or in the home. Nova Southeastern has successfully developed specific educational programs with this purpose and condition in mind.

**Uniqueness.** The following characteristics help to make the Career Development Studies Programs both unique and effective:

**Flexible Course Scheduling.** Because most of the program's students are busy working or raising families during the day, courses meet principally in the evenings and on weekends. Flexible scheduling provides students with the opportunity to enroll frequently throughout the year.

Courses in the 8-week term meet once each week in four-hour sessions. Courses in 16-week terms meet for two hours each week.

Occasionally it becomes necessary to close classes because of capacity enrollment or to cancel classes because of insufficient enrollment. In these cases, Nova Southeastern University makes every effort to notify affected students prior to the first class meeting, thereby allowing them to register for other courses if they so desire.

**Convenient Locations.** Nova Southeastern undergraduate classes meet on the main campus of Nova Southeastern University in Fort Lauderdale and at various off-campus locations including Clearwater, Cocoa Beach, Fort Pierce, Gainesville, Jacksonville, Miami, Ocala, Orlando, Tampa, West Palm Beach, and a number of corporate sites.

**Pragmatic Teaching.** Undergraduate programs at Nova Southeastern are designed to be meaningful to the adult student. The faculty consists primarily of working professionals who are fully qualified to teach. They therefore bring to the classroom both academic expertise and first-hand knowledge of the pragmatic application of the subject matter of their courses.

**Student Population.** Ninety percent of the career development students are over 21 years of age. Sixty per cent are over 30. Most have families and jobs. They are rich in experience and very diverse in background. They are highly motivated and very interested in helping each other succeed. Most have attended college previously and are now finishing a bachelor's degree in anticipation of new opportunities and, possibly, graduate education.

**Responsive Counseling.** The staff of Nova Southeastern University is committed to assisting students in the achievement of their educational goals. Counselors, faculty, and staff are eager to advise students in setting career and personal growth goals and planning for optimal progress in working toward them. Counselors are available in the evening by appointment.

**Experiential Learning.** Through RECALL (review and evaluation of career and lifelong learning), Nova Southeastern allows undergraduate students to gain credit for certain learning experiences they have had throughout their lives. Most credit from previous college work is transferable. Credit can also be gained from the CLEP testing program and from past experience that have produced college-level learning. As much as 90 hours of college credit may be granted through RECALL.

**Special Programs.** Nova Southeastern University has designed specialized credit and noncredit programs for working adults. Baccalaureate degree-granting programs are offered in accelerated curricula to holders of the associate degree or its equivalent. Nova Southeastern University also has the ability to respond to special requests for training and education from business, government, and nonprofit agencies by designing career programs to meet specific needs. The bachelor of science in professional management, as well as adaptations of specialties and other degree programs, are offered in a cluster format wherever there is sufficient interest shown by qualified students.

## ADMISSION

In keeping with a humanistic philosophy valuing individual worth and differences, the Career Development Studies Program considers applicants in terms of their potential for success. Nova Southeastern University admits students regardless of race, color, nondisqualifying disability, sex, age, religion or creed, or national or ethnic origin. Applicants are required to:

1. Submit a completed application form and the \$25 nonrefundable application fee to:  
Nova Southeastern University Career Development Studies Program  
Office of Undergraduate Admissions  
3301 College Avenue  
Fort Lauderdale, Florida 33314-7796
2. Submit official high school or college transcript(s)
3. Speak with a counselor in person or by telephone.

**Acceptance to the Career Development Studies Program.** As soon as we have the completed application form and fee on file and proof of high school graduation (or its equivalent) and official or unofficial transcripts from previously attended colleges, you are provisionally admitted to the Career Development Studies Program as a degree-seeking student. Acceptance and full matriculation to a major program of study can be effected only after you have:

1. Submitted official transcripts of all previous college work (all transcripts must be received by the end of the first eight weeks of enrollment)
2. Declared a major and had your program evaluated by a counselor
3. Completed required placement or recency tests
4. Met any additional requirements as specified by an academic department for a particular major.\*

\*Education majors must have a combined score of 960 on the SAT or a composite score of 20 on the ACT. If the SAT was taken prior to April 1, 1995, a score of 840 is required.

When your official transcripts have been received, your credentials will be evaluated and you will be notified of your status. After the initial evaluation of your program, an adviser will be available to help you update your curriculum sheet each time you register.

**Special Student Status.** You may want to take one course or several courses or a specialty program without enrolling in a degree program. In this case, indicate "special student" on the application form. You may then register for a course after submitting an application and application fee. As a special student, you are not eligible for a degree unless you follow the regular admissions procedures for degree-seeking students.

**International students** are required to obtain a student (F-1) visa or an exchange visitor (J-1) visa. Students are not permitted to study in the United States on a visitor (B-2) visa. See page 28 for admission requirements.

## **INFORMATION AND COUNSELING**

Choosing a University is not a paper process; it requires a dialogue with people who are knowledgeable about the many choices to be made. We strongly urge you to talk with one of our counselors either in person or by phone. We would like to help you answer three important questions: whether you should go to college, where you should go to college, and when you should go to college. These questions have career, financial, and academic implications for you. Our counselors have talked with thousands of individuals facing the same decisions. For many potential students, Nova Southeastern has been the answer; for others, Nova Southeastern is not the appropriate match for their needs, and other recommendations can be made. Please take this opportunity to make the right decision.

Call (954) 475-7034 (in Fort Lauderdale) for an application or a counseling appointment. From Dade, call (305) 940-6447, Ext. 7034; students from other locations should call 800-338-4723, Ext. 7034.

## **COMBINED MAJORS, MINORS, AND SPECIALTIES**

The Career Development Studies Program offers you the opportunity to acquire substantial credit in a second major or specialty area. You should check with an adviser as to which majors may be combined. Whenever requirements for a specialty or permissible second major are completed, you need to request, through a Student Action Form, that this information be made a permanent part of your official academic transcript. By judiciously selecting elective courses or by the completion of a few additional credits, you can acquire recognizable competence in more than one academic area.

## **SECOND BACHELOR'S DEGREE**

If you have a bachelor's degree from a regionally accredited institution other than Nova Southeastern University, you may earn a second bachelor's degree from Nova Southeastern by completing a minimum of 30 additional credits in the Career Development Studies Program. At least 50 percent of all credits required in the selected major must be taken at Nova Southeastern.

## **TRANSFER CREDITS**

The Career Development Studies Program welcomes students who have earned college credits at another regionally accredited college or university. Students who plan to transfer to Nova Southeastern should contact a Nova Southeastern adviser to discuss how prior college credits can be used for their Nova Southeastern degree. Community college students should contact a Nova Southeastern counselor as early in their college career as possible so they can choose courses for their associate's degree that will transfer to Nova Southeastern and be appropriate for their intended bachelor's degree.

Transfer students must submit official academic transcripts from their previous colleges. Their previous academic work will then be evaluated. Nova Southeastern University will transfer a maximum of 90 eligible credits (including credit for CLEP, proficiency examinations, and prior experiential learning) toward their degrees (a maximum of 66 credits can be transferred from a community

college). The remaining credits must be earned at Nova Southeastern in regular academic offerings. At least 50 percent of the credits in the student's major area and specialty must be earned at Nova Southeastern in regular academic offerings.

Evaluation of CLEP examinations, transfer credits, and experiential learning will be made upon admission, but will be recorded on the student's permanent record only after he or she has registered for and completed 12 credits at Nova Southeastern. Experiential learning or the CLEP process must be started during the first 16 weeks at Nova Southeastern.

Under exceptional circumstances, students may be permitted to take courses at another college while enrolled at Nova Southeastern. However, credit will be transferred only if there is prior written approval from the academic director or program adviser and an earned grade of C or better. Students taking courses at more than one center within Nova Southeastern University must also receive written approval from an adviser.

## **PRIOR EXPERIENTIAL LEARNING CREDITS**

Students must initiate any and all Prior Learning requests before they complete 24 credits at Nova Southeastern University. Prior Learning credits will be transcribed after 12 credits are successfully completed at Nova Southeastern University.

### **Testing Credits**

Students may earn college credit through the College Level Examination Program (CLEP), Proficiency Examination Program (PEP), and Advanced Placement examinations (AP).

CLEP is administered at Nova Southeastern University through the College Board. To receive credit through CLEP examinations at Nova Southeastern, a student must score in at least the 50th percentile. All CLEP and DANTE examinations must be completed by the time a student completes 24 credits at Nova Southeastern University. Before applying to take any of the CLEP examinations, a student should consult an academic adviser to be sure that the credits granted are applicable to the student's course of study.

Requests for AP and PEP credit should be discussed with the testing specialist in the Testing Center.

### **Portfolio Credits**

At Nova Southeastern, what a student can do with learning is more important than how he or she learned it. If a student can demonstrate knowledge and skills comparable to those of a college-trained student, and if those skills are appropriate to the student's course of study, Nova Southeastern University will award academic credit for them. A maximum of 25 percent of a degree program may be earned through full portfolios. Other prior learning assessment options are available.

To earn credit for prior experience outside the traditional college classroom, the student must be able to state and document the skills and knowledge, and the skills and knowledge must be measurable.

Applications and counseling for prior learning credit are available from the Advising Center. Call (954) 475-7527.

## ACADEMIC INFORMATION

### REQUIREMENTS

**Skill Requirements.** Students must demonstrate skills appropriate for college work in all courses at Nova Southeastern. Before or during the first term of enrollment, students will complete placement tests in writing and mathematics and will be advised as to appropriate course selection based on test results. The placement test must be taken before completion of no more than six semester hours. Students needing further development of skills required for college work will be counseled as to opportunities available for assistance. While a student is acquiring these skills, his or her enrollment is limited to courses approved by an adviser, generally at the 1000- and 2000-course levels. The passing of placement tests is prerequisite to enrollment in many courses, including all initial mathematics and language courses.

**Transfer Students Recency Requirements.** Students who completed their English and/or mathematics requirements more than five years ago must demonstrate recency by completing appropriate examinations at Nova Southeastern. Some examinations may be waived by presenting CLAST (College Level Academic Skills Test) scores from tests taken within the last five years that meet the current year standards.

**English and Mathematics Requirements.** All students are required to take the appropriate English composition and/or mathematics courses during their first term of enrollment at Nova Southeastern. Students must enroll in and successfully complete their English and mathematics sequence of courses in consecutive trimesters. If a student is unable to complete one of these courses successfully, he or she must reenroll for the next term. Assistance in writing and math is provided by the Academic Support Center.

Students who are required to take LANG 1000 and/or MAT 1000 will be allowed to enroll in the course no more than two times. If the course is not completed successfully on the second attempt, the student will be academically dismissed from the college.

Students may request readmission from the academic progress committee upon demonstration of having acquired the skills necessary to be successful in LANG 1000 and/or MAT 1000.

**Accelerated Course Expectations.** To ensure that students can obtain maximum benefit from the Nova Southeastern course format, most Career Development Studies Program courses have assignments to be completed before the first meeting. These assignments are posted on the Student Services Bulletin Board and are available through academic offices during registration. The course outline is distributed at the first class meeting.

Students should anticipate spending a substantial amount of time in preparation for each session to complete the course objectives and requirements set forth in the course outline. Courses at 300 and 400 levels are considered to be upper-division, college-level courses and require in-depth preparation and performance. Some of these courses also have prerequisites. Students experiencing difficulty keeping up with course requirements should consider reducing their course load.

Nova Southeastern programming for adult learning makes class attendance essential. If an emergency necessitates an absence, a make-up assignment should be planned in consultation with the instructor.

## TRANSFERABILITY OF CREDITS

Credits earned at Nova Southeastern University are transferable only at the discretion of the receiving school.

### GRADES

Grade		Quality Points
A	Excellent	4.0
A-		3.7
B+		3.3
B	Good	3.0
B-		2.7
C+		2.3
C	Satisfactory	2.0
C-		1.7
D+		1.3
D	Marginal	1.0
F	Failure	0.0
W	Withdrawn Without Penalty	---
I	Incomplete	---
P	Pass	---
NG	No Grade (not assigned by instructor)	---
AU	Audit	---
PR	Progress	---
XF	Unofficial Withdrawal	0.0

**Quality Point Averages.** A student's academic standing for a specific term is the Quality Point Average (QPA). The QPA is calculated by dividing the total quality points earned by the total quality point credits in a term. The student's overall academic standing is the Cumulative Quality Point Average (CQPA). The CQPA is calculated by dividing the total quality points earned by the total quality point credits.



**Progress/Grade Reports.** Students will be provided a progress/grade report at the end of every term. Students are protected by legal provisions that prohibit the release of personally identifiable information to other than legally authorized persons and to inspect, review, and challenge such information as provided by law.

**Standards of Progress for VA Students.** VA students are expected to complete satisfactorily the programs within the number of training hours approved by the State Approving Agency for Veterans' Training. They also must meet any academic, skill, and/or technical requirements of their particular program. If at any point in time it is determined that a VA student cannot satisfactorily complete the program within the approved number of hours, the student's VA educational benefits will be terminated for unsatisfactory progress.

A VA student who, at the end of any 16-week period, has not attained and maintained satisfactory progress will be placed on academic probation for the next 16-week period. Should the student not attain and maintain satisfactory progress by the end of the probationary 16-week period, the student's VA education benefits will be terminated for unsatisfactory progress. A student whose VA educational benefits have been terminated for unsatisfactory progress may petition the school to be recertified after one 16-week period has elapsed. The school may recertify the student for VA educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

**Repeated Courses.** A student may repeat a course to improve the grade in that course, but credit toward graduation will be granted only once. Both enrollments and both grades will remain on the transcript. One enrollment will have a notation that the course has been repeated. The higher grade will be counted in the student's Quality Point Average. Students need to complete a Repeated Class Form after the course has ended. Repeated Class Forms are available in the Student Advising Center.

**Incomplete.** An Incomplete (I) can be awarded only in cases of actual hardship experienced by the student as judged by the instructor. When instructor and student do agree to an I grade, both must sign the Contract for Removal of an Incomplete Grade after the form is filled out completely. The student will have up to 16 weeks to complete the course. When the additional 16 weeks has passed, the I will be changed to a grade of A through F, based on the course work completed by that time.

A student who is absent at the final examination without prior approval will not receive an Incomplete grade.

**Withdrawal.** A student will be administratively withdrawn if he or she misses both the first and second class meetings. After the third week of class a student may withdraw only with the signature of the instructor. Students may withdraw from a course before the 7th week of an 8- or 9-week course and before the 15th week of a 16-week course. Withdrawal will not be accepted within 2 weeks of the final class meeting. A student who stops attending class will receive a grade of A through F, based on required course work.

A Withdrawal Form must be received and date-stamped by the Office of the University Registrar before the deadline. Such a withdrawal will appear on the



transcript but not be included in the QPA. A student considering withdrawal is encouraged to meet with the instructor and/or program adviser to discuss the implication of such actions. Foreign students are encouraged to speak to the international student adviser prior to submitting a Withdrawal Form, as it may affect immigration status. Financial aid recipients should speak to an adviser from the Office of Student Financial Aid.

## **SATISFACTORY ACADEMIC PROGRESS**

To remain in good academic standing, undergraduate students must maintain the minimum Quality Point Average or higher on all credits attempted (Quality Point Average on a 4.0 scale), each semester. In addition to the minimum Quality Point Average (see next page) for a baccalaureate degree, students must conform to the degree requirements of their declared major.

## **PROBATION AND SUSPENSION**

**Student Responsibility.** Students are responsible for adhering to the policies set forth in this catalog. Probation and suspension are effective as soon as grades are submitted by the instructors. Students who fall in either category as a result of these grades may be asked to withdraw in a succeeding term of registration, from courses already begun.

**Academic Probation.** Students failing to earn the minimum quality-point average or higher after their first 12 credits of work attempted or to maintain at least the minimum quality-point average thereafter will be placed on probation by the Academic Progress Committee. Academic probation is removed when the student earns a cumulative quality-point average above the minimum quality-point average based on the number of credits earned.

### **Qualitative Requirements**

1-29 credits:	1.50 QPA
30-59 credits:	1.85 QPA
60+ credits:	2.00 QPA

and the QPA requirement of the particular major

**Progress Probation.** Students failing to complete at least 70 percent of their attempted credits each academic year will be placed on probation by the Academic Progress Committee. Progress probation is removed when the student completes at least 70 percent of the attempted credits in a subsequent trimester. Students attempting less than 12 credits in the academic year will be evaluated on their previous registrations.

Students are encouraged to seek counseling when their academic progress places them in danger of probation.

After being placed on probation, any student receiving financial aid must remove the probation during the next trimester enrolled to be eligible for further financial aid.

**Suspension.** To avoid suspension, a student on probation must maintain the

minimum quality-point average as stated above and complete at least 70 percent of all courses attempted for each trimester of subsequent enrollment until probation is lifted. Otherwise, the student will be placed on suspension for one trimester. Following this suspension, the student must request permission to be readmitted. Failure of a student to maintain the minimum quantity- and quality-point requirements in each of the two terms subsequent to being readmitted will result in final suspension.

**Appeal.** Any student placed on probation or suspension may file a petition for review by the Academic Progress Committee. A student placed on final suspension may, after a two-term absence, request to be readmitted.

## **TEXTBOOKS**

Textbooks should be purchased before the first class and are available at Nova Books which is located in the Rosenthal Student Center. Along with textbooks, the bookstore carries school supplies, and a wide range of software, available at student prices (up to 75 percent off list prices). The bookstore is open Monday through Friday 8:30a.m. - 6:15p.m., and Saturdays 10:00a.m. - 1:30p.m. (call for information about extended hours at the beginning of the semester). Students at off-campus locations may order textbooks by phone, fax, or E-mail. Please have your course number, and site location available when ordering, or requesting book information. Your books will be shipped out UPS, usually within 24 hours. Textbook titles are posted on the Student Services Bulletin Board on the third floor of the Parker Building. For more information, please call Nova Books at (954) 476-4750, or 800-509-BOOK, fax at (954) 476-4759, or e-mail [novabook@alpha.acast.nova.edu](mailto:novabook@alpha.acast.nova.edu). For faster service, please send all correspondence to Nova books, PO Box 290670, Fort Lauderdale, FL 33314.

## **INDEPENDENT STUDIES AND TUTORIALS**

Independent Study (course numbered 499) provides the qualified student an opportunity to research a question of interest under faculty supervision. A Tutorial enables a qualified student to take a regular course from an instructor on an individual basis rather than in a classroom format. Tutorials are allowed only in exceptional circumstances. Students interested in either Independent Study or a Tutorial should see their program adviser to draw up a contract outlining student responsibilities. It must be signed by the student, the instructor, the program coordinator, and the academic division director. Regular tuition rates apply to both Independent Study and Tutorials.

## **LENGTH OF PROGRAM**

One of the hallmarks of the Career Development Studies Program is its flexible scheduling. Students, with approval, may take more than a full academic load (12-15 credits) during a semester. On the other hand, students may take one course during a semester, or even none, if outside responsibilities make that advisable. It is therefore difficult to predict how long any student will take to fulfill his or her academic goals. Many students who are employed full time receive as much credit in a year as they would attending a traditional daytime institution. For some, graduation is possible in less than four years of academic work.

# **CAREER DEVELOPMENT PROGRAMS OF STUDY**

## **BUSINESS AND ADMINISTRATIVE STUDIES**

The bachelor of science degree is offered through the Business and Administrative Studies Department with the following major concentrations:

**Accounting**

**Administrative Studies**

**Business Administration**

**Hospitality Management**

**Professional Management**

The Accounting major is offered for those students who wish to pursue a career in accounting. The major will also serve as the foundation for those preparing for the CPA examinations. The State Board of Accountancy in Florida requires an additional 30 credits beyond the bachelor's degree to qualify for the examination. Nova Southeastern University offers a master's degree designed to satisfy the additional CPA requirements.

The Administrative Studies major is offered for practitioners or potential practitioners who need a general degree or certificate to prepare for a wide range of career opportunities.

The Business Administration major and related minors are offered for those students who are already practitioners in the field and need a specialized bachelor's degree and/or minor for advancement or possible career shift in business administration. Students who intend to enter the business field or plan to attend graduate school and want a strong academic base for study in business, computer science, law, or other related fields are also candidates for this degree.

The Hospitality Management major is designed for students who desire advanced skills in management of all areas in the hospitality field, including administration, marketing human resources, food and beverage, front office, housekeeping, and accounting operations. Students include those already employed in the field who want to move into management as well as those who want to prepare for entry into the field of hospitality management. Eligible off-campus students are enrolled in a two year cluster program while on-campus

students enter a four year curriculum. Either program will equip the student for a wide range of career opportunities and prepare those who plan to attend graduate school.

Minors offered to students enrolled in these majors are: **Banking and Finance, Computer Applications, Food Industry Management, Human Resource Management, International Business, Marketing, Management and Tourism**

The **Professional Management** major is designed for people working in technical or professional fields who are advancing into supervisory and management positions. Holders of the community college associate degree or equivalent college credit who have had to meet additional general requirements when seeking a higher degree are now able to transfer 90 semester hours of credit toward the bachelor of science degree in Professional Management (BPM)\*. Sixty-six semester hours of credit in management, behavioral science, computers, and humanities will be required. Courses are scheduled to meet the needs of the working student.

The **Professional Management** major is offered with options for the following specialties: **Banking and Finance, Business, Computer Applications, Criminal Justice, Customer Service, Health Care Services, Legal Assistant Studies, and Public Administration.**

The accelerated, career-based, 66-credit-hour curriculum is offered in the cluster format with five or six courses (15 to 18 hours) of credit completed approximately every 6 months. The course work for the bachelor of science degree in Professional Management can be completed in 27 months. Classes meet one evening per week and approximately every third Saturday.

The **Specialty in Banking and Finance** is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, and finance companies or those who would like to pursue a career with financial institutions.

The **Specialty in Business** is applicable to people who want a general business and management background.

The **Specialty in Computer Applications** is designed for those students who are interested in business applications of computers. The curriculum focuses on the use of computers in decision making, information management, and office automation.

The **Specialty in Criminal Justice** is designed for those students who want a management major plus a general grounding in the field of criminal justice. Typical students may already work in the criminal justice field and want to supplement their practical knowledge with professional work in management.

*\* The curriculum for the bachelor of science degree in Professional Management provides only the upper-level courses. Applicants must have at least 30 credits to be accepted into the program.*

The **Specialty in Customer Service** is designed for those students working in a customer service capacity or for managers who work in a heavily customer service-oriented environment.

The **Specialty in Health Care Services** is designed for registered nurses and other health care professionals. The program will enable those students to draw from their specialized backgrounds and to develop professionally and personally. All nurses who have passed the licensing examination for registered nurse (RN) will receive a minimum of 45 credit hours for prior experience credit. Therapist and technician training will be assessed on an individual basis.

The **Specialty in Legal Assistant Studies** provides the student with a management major and a professional specialty.

The **Specialty in Public Administration** is designed for students working in government or social service agencies or those aspiring to begin careers in these organizations. The management major is supported by courses specifically dealing with management in the public sector.

Faculty expect that successful graduates of the Business and Administrative Studies Division are able to do the following:

- \*Think critically in terms of conceptualizing issues, analyzing data, and defending conclusions.
- \*Demonstrate professional verbal and written communication skills.
- \*Respect all individuals, demonstrating sensitivity in multi-cultural environments.
- \*Recognize unethical decision choices and understand the need for making ethical decisions, striving to create an environment which promotes fair outcomes, and honest and lawful interactions.
- \*Comfortably utilize technology to gather, process, and present information.
- \*Effectively use quantitative and qualitative skills to solve applied business problems.
- \*Have an understanding of the global nature of business.
- \*Be an effective and efficient team member.
- \*Demonstrate the ability to apply classroom learning to on-the-job experiences.

The Business and Administrative Studies Department believes that a socially responsible institution should not limit the study of ethical issues to a couple of courses, but that such study should be an ongoing endeavor enhancing the experience of the student. To this end the faculty is committed to make the study of ethical issues an integral part of our academic programs. We believe that by incorporating the study of ethics throughout the curriculum, the students will find an additional relevance and reality to their studies, and that it would help them become more responsible and productive citizens, as well as exemplary alumni of NSU.

## General Distribution Requirements for Career Development Students in Business and Administrative Studies Majors

<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>	<b>45</b>
LANG 1500 College Writing I	3
LANG 2000 College Writing II	3
LANG 2010 Public Communications	3
MATH 1330 Mathematical Way of Thinking	3
TECH 1110 Technology in the Information Age	3
ARTS/ Electives	6
HUMN/LITR/PHIL	
BIOL/PHYS Electives	6
PSYC Elective	3
ECON 2010 Principles of Macroeconomics	3
ECON 2020 Principles of Microeconomics	3
MATH 3020 Applied Statistics	3
Liberal Arts Electives: COMM/ECON/GEOG/HIST/HUMN/	6
LANG/BIOL/MATH/PHYS/POLS/PSYC/SOCL	

## Accounting for Career Development Students

<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>	<b>45</b>
<b>MAJOR REQUIREMENTS:</b>	<b>57</b>
ACCT 2050 Principles of Accounting I	3
ACCT 2070 Principles of Accounting II	3
ACCT 3030 Cost Accounting	3
ACCT 3050 Intermediate Accounting I	3
ACCT 3060 Intermediate Accounting II	3
ACCT 3110 Federal Taxation I	3
ACCT 3120 Federal Taxation II	3
ACCT 4050 Acct Information Systems	3
ACCT 4210 Auditing	3
BUSS 2150 Business Law I	3
BUSS 3550 Introduction to International Business	3
BUSS 4090 Quantitative Methods	3
BUSS 4880 Business Strategy and Policy	3
TECH 2130 Business Applications of Microcomputers	3
FINC 3010 Corporation Finance	3
MGMT 4170 Organization Behavior	3
MRKT 1010 Introduction to Marketing	3
*ELECTIVES IN BUSINESS	6
<b>OPEN ELECTIVES:</b>	<b>18</b>
<b>TOTAL DEGREE REQUIREMENTS:</b>	<b>120</b>

In addition to the transfer and graduation policies for all majors, accounting students should be aware that, to qualify for graduation, a student must earn at least a 2.25 GPA in his or her major and at least a 2.25 GPA in accounting prefix courses. Transfer grades do not count in GPA scores. A student may transfer only 50 percent of major or accounting prefix courses.

Students are cautioned to plan their schedule carefully since the upper-division accounting courses are offered only once per year.

\*Electives in business are limited to courses with ACCT, BUSS, FINC, MGMT, or MRKT prefix.

## **Administrative Studies for Career Development Students**

**GENERAL DISTRIBUTION REQUIREMENTS:** 45

**MAJOR REQUIREMENTS:** 33

ACCT	2050 Principles of Accounting I	3
BUSS	2150 Business Law I	3
BUSS	3100 Small Business Management	3
BUSS	3550 Introduction to International Business	3
BUSS	4610 Business Research Methods	3
BUSS	4880 Business Strategy and Policy	3
FINC	3010 Corporation Finance	3
MGMT	2050 Principles of Management	3
MGMT	4160 Personnel Administration	3
MGMT	4170 Organization Behavior	3
MRKT	1010 Introduction to Marketing	3

**OPEN ELECTIVES:** 42

**TOTAL DEGREE REQUIREMENTS:** 120

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## **Business Administration for Career Development Students**

**GENERAL DISTRIBUTION REQUIREMENTS:** 45

**MAJOR REQUIREMENTS:** 57

ACCT	2050 Principles of Accounting I	3
ACCT	2070 Principles of Accounting II	3
BUSS	2150 Business Law I	3
BUSS	3100 Small Business Management	3
BUSS	3150 Business Law II	3
BUSS	3550 Introduction to International Business	3
BUSS	4090 Quantitative Methods	3
BUSS	4610 Business Research Methods	3
BUSS	4880 Business Strategy and Policy	3
FINC	3010 Corporation Finance	3
MGMT	2050 Principles of Management	3
MGMT	4160 Personnel Administration	3
MGMT	4170 Organization Behavior	3
MRKT	3050 Marketing Principles and Application	3
<b>SPECIALTY REQUIREMENTS</b>		15

**OPEN ELECTIVES:** 18

**TOTAL DEGREE REQUIREMENTS:** 120



## Banking and Finance Minor

This program is designed for those students who are currently employed by banks, savings and loan associations, brokerage houses, credit unions, or finance companies or those who would like to pursue a career with financial institutions. Course work does not duplicate an associate degree in this area and most, if not all, associate-level credits are transferable to this program. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisites: ACCT 2050, ECON 2010, ECON 2020, FINC 3010):

ECON 3210	Monetary Theory and Policy
ECON 4210	Business Cycles and Forecasting <u>or</u>
FINC 4550	International Finance and Banking
FINC 3110	Financial Management
FINC 3150	Banking and Financial Institutions
FINC 4110	Principles of Investment

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## Computer Applications Minor

This program is designed for those students who are employed in or interested in working in different business data processing areas and who would like to augment a business major with a concentration in the rapidly expanding field of computer technology. This specialty focuses on the management of information systems and business applications of computers. Students can complete this specialty in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this specialty (prerequisite: MATH 1330 or higher):

BUSS 4100	Business Ethics
MGMT 3660	Management Information Systems
TECH 1110	Technology in the Information Age
TECH 2130	Business Applications of Microcomputers
TECH 2150	Introduction to Internet Resources
TECH 4050	Business Data Comm.

## Human Resource Management Minor

This program is designed for those students who are employed in the fields of personnel, training and development, labor relations, or related areas or those who would like to pursue a career in human resource management. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this minor in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the minor without seeking a degree.

The following courses are required for this minor (prerequisites: MGMT 2050, MGMT 4170):

MGMT 4050	Organizational Development and Change
MGMT 4250	Strategic Human Resource Management
MGMT 4160	Personnel Administration
MGMT 4300	Managing Cultural Diversity
MGMT 4450	Labor Relations & Negotiations
MGMT 4910-4990	Advanced Special Topics

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## International Business Minor

This program is designed in recognition of the fact that South Florida is a major international trade area. Students who are employed by multinational companies, exporters, importers, freight forwarders, customs brokers, transportation firms, wholesalers, or manufacturers or those who would like to pursue a career in international business should choose this minor. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this minor in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the specialty without seeking a degree.

The following courses are required for this minor (prerequisites: ACCT 2050, ECON 2010, ECON 2020, FINC 3010, MGMT 2050, MRKT 1010):

BUSS 3550	Introduction to International Business
ECON 3550	International Economics
FINC 4550	International Finance and Banking
MGMT 3550	International Management
MRKT 3530	International Marketing
MRKT 4550	Export/Import Marketing

## Marketing Minor

This program is designed for those students who are employed in the fields of advertising, sales, promotion, retailing, wholesaling, or related areas or those who would like to pursue a career in marketing. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this minor in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the minor without seeking a degree.

The following courses are required for this minor (prerequisite: MGMT 4170):

MRKT	3050	Marketing Principles and Application
MRKT	3100	Marketing Services
MRKT	3530	International Marketing
MRKT	4210	Marketing Communication Strategies
MRKT	4350	Service Quality Management
MRKT	4710	Marketing Strategy

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## Management Minor

This program is designed for those students who hold a management position, or who would like to pursue a career in management. The courses prescribed address issues of growing importance in today's business environment. Course work does not duplicate an associate degree in this field and most, if not all, associate-level credits are transferable to this program. Students can complete this minor in conjunction with a major concentration in order to earn a B.S. degree, or they can complete the minor without seeking a degree.

The following courses are required for this minor (prerequisites BUSS 3550, MGMT 2050):

BUSS	3100	Small Business Management
BUSS	4100	Business Ethics
MGMT	3550	International Management
MGMT	4300	Managing Cultural Diversity
MGMT	4990	Total Quality Management

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## Nonspecialty Option

The nonspecialty option is offered only to those students in the business administration major who do not want to take one of the above-mentioned specialties and are interested in a general business degree. Those students may take 15 credits at the 3000 and/or 4000 levels in the following categories: ACCT, BUSS, ECON, FINC, MGMT, and MRKT.

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## **Organizational Management Minor**

The business department offers this minor to students who are not pursuing a business major. This option provides the non-business major an opportunity to take 18 credits in generic management courses which will serve them well in a variety of fields.

The following courses are required for this minor:

BUSS 1010	Introduction to Business
ECON 2010	Principles of Macroeconomics
MGMT 2050	Principles of Management
MGMT 4160	Personnel Administration
MGMT 4170	Organizational Behavior
MRKT 3050	Marketing Principles and Application

## HOSPITALITY MANAGEMENT CURRICULUM

The Hospitality Management major is offered in two formats: a four year format for on-campus students and a two year, upper-level completion program for off-campus students. the requirements of each are described below followed by some information on available minors.

### 2 Year Cluster Curriculum

**Freshman and Sophomore Requirements** 60  
(Earned outside the cluster program)

Composition	3 credits	Liberal Arts electives	9 credits
Computer Literacy	3 credits	Macroeconomics	3 credits
General electives	39 credits	Public Speaking	3 credits

### GENERAL DISTRIBUTION REQUIREMENTS: 15

ARTS	2300	Art & Society (Formerly HUM 381) <u>or</u>	3
HUMN	3510	The American Experience in Literature	3
LANG	2150	Argumentative Writing	3
MATH	1330	Mathematical Way of Thinking	3
MATH	3020	Applied Statistics	3
PSYC	3110	Interpersonal Communication	3

### MAJOR REQUIREMENTS: 45

ACCT	2050	Principles of Accounting I	3
BUSS	4880	Business Strategy and Policy <u>or</u>	3
HMG		Capstone Course	
FINC	3010	Corporation Finance	3
HMG	3060	Hospitality and Business Law <u>or</u>	3
BUSS	3150	Business Law	
HMG	3130	Hospitality Human Resource Development	3
HMG	3300	Food and Beverage Operations	3
HMG	3520	Applied Research and Market Development <u>or</u>	3
BUSS	4610	Business Research Methods	
HMG	3820	The Tourism System	3
HMG	3450	Front Office and Housekeeping Operations	3
HMG	4030	Ethics and Hospitality Management <u>or</u>	3
BUSS	4100	Business Ethics	
HMG	4060	Legal Aspects of Tourism Events	3
MG	2050	Principles of Management	3
MG	4160	Personnel Administration	3
MG	4170	Organization Behavior	3
MRKT	3050	Marketing Principles and Application	3

### TOTAL DEGREE REQUIREMENTS: 120

The curriculum for the 2 year Bachelor of Science in Hospitality Management degree provides only the upper-level courses. Students must have earned at least 30 credits to be eligible to enter this program. Courses are offered in a lockstep format with no electives. The two-year cluster curriculum is designed to be offered at off-campus locations.

## 4 Year Curriculum

### GENERAL EDUCATION REQUIREMENTS:

45

TECH	1110	Technology in the Information Age	3
ECON	2010	Principles of Macroeconomics	3
HMG	4020	Ethics in Hospitality Management or	3
BUSS	4100	Business Ethics	
LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
LANG	2010	Public Communications	3
MATH	1330	Mathematical Way of Thinking	3
MATH	3020	Applied Statistics	3
HUMN			6
Liberal Arts Electives			6
Life Science/Physics			6
PSYC			3

### MAJOR REQUIREMENTS:

42

ACCT	2050	Principles of Accounting I	3
BUSS	4880	Business Strategy and Policy <u>or</u>	3
HMG		Capstone Course	
FINC	3010	Corporation Finance	3
HMG	3060	Hospitality and Business Law <u>or</u>	3
BUSS	3150	Business Law	
HMG	3130	Hospitality Human Resource Development	3
HMG	3300	Food and Beverage Operations	3
HMG	3520	Applied Research and Market Development or	3
BUSS	4610	Business Research Methods	3
HMG	3820	The Tourism System	3
HMG	3450	Front Office and Housekeeping Operations	3
HMG	4060	Legal Aspects of Tourism Events	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Principles of Marketing	3

Minor Requirements (See pg 93) 18

Electives 15

TOTAL DEGREE REQUIREMENTS: 120

### **Minors for Hospitality Management Program**

The four year hospitality management curriculum requires all students to take an 18 credit minor in addition to their major. The minor may be chosen from among the business minors which currently include: banking and finance, computer application, human resource management, international business, management, marketing and organizational management. Students may also choose to specialize in an area of hospitality and tourism by taking a minor in Food Industry Management or Tourism Management.

## General Distribution Requirements for Professional Management Students

<b>FRESHMAN AND SOPHOMORE REQUIREMENTS:</b>			<b>60</b>
(earned outside the cluster program)			
<b>LIBERAL ARTS ELECTIVES</b>			<b>15</b>
<b>GENERAL ELECTIVES</b>			<b>45</b>
<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>			<b>21</b>
* HUMN	2010	The Individual and Society	3
HUMN	3510	The American Experience in Literature	3
ARTS	2300	Art and Society	
LANG	2150	Argumentative Writing	3
LANG	3120	Public Communication for the Professions	3
MATH	1330	Mathematical Way of Thinking	3
**PSYC	3110	Interpersonal Communication	3

\* Not required in the Accounting Specialty and the Legal Assistant Specialty.

\*\*Not required in the Criminal Justice Specialty and the Legal Assistant Specialty.

## Professional Management with Accounting Specialty

<b>GENERAL DISTRIBUTION REQUIREMENTS:</b>			<b>78</b>
<b>ACCOUNTING CORE REQUIREMENTS:</b>			<b>18</b>
ACCT	2070	Principles of Accounting II	3
ACCT	3030	Cost Accounting	3
ACCT	3050	Intermediate Accounting I	3
ACCT	3060	Intermediate Accounting II	3
ACCT	4010	Advanced Accounting	3
ACCT	4210	Auditing	3
<b>MANAGEMENT CORE REQUIREMENTS:</b>			<b>30</b>
* ACCT	2050	Principles of Accounting	3
BUSS	4880	Business Strategy and Policy	3
* TECH**	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
FINC	3010	Corporation Finance	3
* MATH	3020	Applied Statistics	3
* MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
* MRKT	1010	Introduction to Marketing	3

## TOTAL DEGREE REQUIREMENTS: 126

The BPM Accounting Specialty will satisfy prerequisites for the Master's in Accounting at Nova Southeastern University. The BPM Accounting Specialty plus Nova Southeastern University's Master's in Accounting will more than meet the CPA requirements for the state of Florida.

\*An alternate required course is offered for students transferring a grade of C or better for the required course.

\*\*Higher tuition rates are charged for courses requiring a computer lab. If computer facilities are not available, an alternative course will be offered.



## Professional Management with Banking and Finance Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
BANKING AND FINANCE CORE REQUIREMENTS:			15
ECON	3210	Monetary Theory and Policy	3
ECON	4210	Business Cycles and Forecasting	3
FINC	3010	Corporation Finance	3
FINC	3150	Banking and Financial Institutions	3
FINC	4110	Principles of Investment	3
MANAGEMENT CORE REQUIREMENTS:			30
ACCT	2050	Principles of Accounting	3
BUSS	4610	Business Research Methods	3
BUSS	4880	Business Strategy and Policy	3
TECH	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

### TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have earned at least 30 credits to be eligible to enter the program.

## Professional Management with Business Specialty

GENERAL DISTRIBUTION REQUIREMENTS:			81
BUSINESS CORE REQUIREMENTS:			15
BUSS	3250	Business, Government, and Society	3
BUSS	3550	Introduction to International Business	3
BUSS	4880	Business Strategy and Policy	3
FINC	3010	Corporation Finance	3
MGMT	4150	Legal Environment of Management	3
MANAGEMENT CORE REQUIREMENTS:			30
ACCT	2050	Principles of Accounting	3
BUSS	3020	Business Communications	3
BUSS	4610	Business Research Methods	3
TECH	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

### TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Computer Applications Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81

COMPUTER APPLICATIONS CORE REQUIREMENTS: 15

TECH	1110	Technology in the Information Age	3
TECH	1160	Advanced Microcomputer Applications	3
TECH	2130	Business Applications of the Microcomputer	3
TECH	3750	Current Issues in Information Management	3
MGMT	3660	Management Information Systems	3

MANAGEMENT CORE REQUIREMENTS: 30

ACCT	2050	Principles of Accounting	3
BUSS	4610	Business Research Methods	3
BUSS	4880	Business Strategy and Policy	3
ECON	3150	Macroeconomics for Managers	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

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## Professional Management with Criminal Justice Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 78

CRIMINAL JUSTICE CORE REQUIREMENTS: 15

CRJ	220	Criminal Law	3
CRJ	230	Introduction to Law Enforcement	3
CRJ	300	The Criminal Justice System	3
CRJ	320	Correctional Theory and Practice	3
CRJ	400	Criminal Procedure and Individual Rights	3

MANAGEMENT CORE REQUIREMENTS: 33

ACCT	205	Principles of Accounting	3
BUSS	4610	Business Research Methods	3
BUSS	4880	Business Strategy and Policy	3
TECH	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Customer Service Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81

CUSTOMER SERVICE CORE REQUIREMENTS: 15

MRKT	1010	Introduction to Marketing	3
MRKT	2901	Special Topics: Customer Service Theory and Practice	3
MRKT	2902	Special Topics: Public Relations	3
MRKT	4310	Consumer Behavior	3
MRKT	4901	Special Topics: Customer Service Practicum	3

MANAGEMENT CORE REQUIREMENTS: 30

ACCT	2050	Principles of Accounting	3
BUSS	4610	Business Research Methods	3
BUSS	4880	Business Strategy and Policy	3
TECH	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

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## Professional Management with Health Care Services Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81

HEALTH CARE SERVICES CORE REQUIREMENTS: 15

PHIL	3180	Biomedical Ethics	3
MGMT	4010	Health Care Organization and Administration	3
MGMT	4020	Legal Aspects of Health Care Administration	3
SOCL	3020	Community Services System	3
SOCL	3030	Transcultural Issues in Health Care	3

MANAGEMENT CORE REQUIREMENTS: 30

ACCT	2050	Principles of Accounting	3
BUSS	4610	Business Research Methods	3
TECH	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Legal Assistant Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 75

LEGAL ASSISTANT CORE REQUIREMENTS: 24

BUSS	3500	Business Relations and Organizations	3
BUSS	4200	Real Estate Practice	3
LEG	2150	Introduction to Law and the Legal Profession	3
LEG	3600	Civil and Criminal Responsibility	3
LEG	4100	Legal Research and Writing	3
LEG	4300	Litigation and Civil Procedure	3
LEG	4350	Wills, Trusts, and Estates	3
LEG	4500	Family Law	3

MANAGEMENT CORE REQUIREMENTS: 27

ACCT	2050	Principles of Accounting	3
BUSS	4880	Business Strategy and Policy	3
ECON	3150	Macroeconomics for Managers	3
FINC	3010	Corporation Finance	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4160	Personnel Administration	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## Professional Management with Public Administration Specialty

GENERAL DISTRIBUTION REQUIREMENTS: 81

PUBLIC ADMINISTRATION CORE REQUIREMENTS: 15

MGMT	3200	Public Administration	3
MGMT	3210	Public Budgeting, Planning, and Control	3
MGMT	4200	Administrative Law	3
MGMT	4210	Issues in Public Policy	3
POLS	1010	American Government and Politics	3

MANAGEMENT CORE REQUIREMENTS: 30

ACCT	2050	Principles of Accounting	3
BUSS	3020	Business Communications	3
BUSS	3250	Business, Government, and Society	3
BUSS	4610	Business Research Methods	3
TECH	1110	Technology in the Information Age	3
ECON	3150	Macroeconomics for Managers	3
MATH	3020	Applied Statistics	3
MGMT	2050	Principles of Management	3
MGMT	4170	Organization Behavior	3
MRKT	1010	Introduction to Marketing	3

TOTAL DEGREE REQUIREMENTS: 126

The curriculum for the bachelor of science degree in professional management provides only the upper-level courses. Students must have at least 30 credits to be eligible to enter the program.

## COMPUTER AND INFORMATION SCIENCES

The bachelor of science degree is offered through the School of Computer and Information Sciences in the following areas:

### Computer Science

### Computer Information Systems

**Computer Information Systems** prepares the student for a career in business applications as a programmer/analyst, systems analyst, or an information center specialist. Emphasis is placed on programming languages, data structures, distributed data processing, software engineering, database management, and information systems organization. The Computer Information Systems curriculum is consistent with combined recommendations of a model information systems curriculum outlined by the Association for Computing Machinery and the Data Processing Management Association.

**Computer Science** deals with the systematic study of algorithms and data structures. The curriculum is consistent with Association for Computing Machinery recommendations for model curricula in computer science. The curriculum integrates theory, abstraction, and design to bridge the gap between hardware and software issues. The computer science major encompasses software engineering, systems design, analysis of algorithms, and computer architecture. This concentration requires specific prerequisites and co-requisites in mathematics, including discrete mathematics, differential and integral calculus, and probability and statistics.

## General Distribution Requirements for Career Development Students in Computer and Information Sciences Majors

GENERAL DISTRIBUTION REQUIREMENTS:			27
LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
LANG	2010/2020/2030		3
HUMN/LITR/ARTS/PHIL Electives			6
ECON/GEOG/HIST/POLS/PSYC/SOCL/ HUMN/LITR/ARTS/PHIL Electives			9
PSYC		Electives	3

## Computer Science for Career Development Students

GENERAL DISTRIBUTION:			27
ADDITIONAL COMPUTER SCIENCE REQUIREMENTS:			16
MATH	2100	Calculus I	4
MATH	2200	Calculus II	4
PHYS	2400	Physics I with Lab	4
PHYS	2500	Physics II with Lab	4
MAJOR REQUIREMENTS:			66
SCIS	1400	Discrete Mathematics	3
SCIS	1600	Logic Design	3
SCIS	1900	Computer Programming I	4
SCIS	2150	Computer Programming II	4
SCIS	2410	Assemblers and Assembly Language Programming	4
SCIS	2600	C++ Programming Language	4
SCIS	3110	Foundations of Computer Science	4
SCIS	3310	Advanced C++ and Object-Oriented Programming	4
SCIS	3400	Data Structures	4
SCIS	3610	Numerical Analysis	3
SCIS	3750	Software Engineering	4
SCIS	3810	Operating Systems	3
SCIS	4050	Computer Architecture	3
SCIS	4600	Systems Programming	4
SCIS	4610	Design and Analysis of Algorithms	3
SCIS		Electives (3000-level or above)	9
MATH	4500	Probability and Statistics	3
OPEN ELECTIVES:			15
TOTAL DEGREE REQUIREMENTS:			124

## Computer Information Systems for Career Development Students

GENERAL DISTRIBUTION:			27
ADDITIONAL GENERAL DISTRIBUTION REQUIREMENTS			15
BIOL/PHYS Electives			6
ADDITIONAL COMPUTER INFORMATION SYSTEMS REQUIREMENTS			6
MATH	1200	College Algebra	3
MATH	3020	Applied Statistics	3
MAJOR REQUIREMENTS:			66
SCIS	1400	Discrete Mathematics	3
SCIS	1600	Logic Design	3
SCIS	1900	Computer Programming I	4
SCIS	2150	Computer Programming II	4
SCIS	2200	Business Oriented Language (COBOL)	4
SCIS	2410	Assemblers and Assembly Language Programming	4
SCIS	2600	C++ Programming Language	4
SCIS	3010	Organization of the Computer Environment	3
SCIS	3250	Networks and Data Communication	3
SCIS	3310	Advanced C++ and Object-Oriented Programming	4
SCIS	3400	Data Structures	4
SCIS	3750	Software Engineering	4
SCIS	4310	Distributed Data Processing	4
SCIS	4530	Database Management	3
SCIS	—	Electives (3000-level or above)	6
ACCT/BUSS/ECON/FINC/MGMT/MRKT Electives			9
OPEN ELECTIVES:			15
TOTAL DEGREE REQUIREMENTS:			120

## **EDUCATION AND BEHAVIORAL SCIENCES**

The bachelor of science degree is offered through the Department of Education and Behavioral Sciences with the following major concentrations:

**Early Childhood Education**

**Elementary Education**

**Exceptional Education**

**Secondary Education**

**Applied Professional Studies**

**Legal Assistant Studies**

**Psychology**

The **Early Childhood** major is a program designed to lead to certification in the areas of Early Childhood, birth to age four or Prekindergarten/Primary, age three to grade three. The program provides for a specialty in Program Management, Varying Exceptionalities, or licensure as a Speech and Language Assistant.

The **Elementary Education** major prepares students to obtain state certification to teach grades one through six.

The **Exceptional Education** major with a specialty in varying exceptionalities prepares students to obtain state certification to teach in grades kindergarten through twelve (K-12). Courses are offered as well on the main campus in the areas of mental handicap, emotional handicap, and learning disabilities.

The **Secondary Education** major with specialties in biological science, English, mathematics, or social studies prepares students to obtain state certification to teach in middle and high schools.

Appropriate courses are offered for students already holding the bachelor's degree in fields other than education and desire to obtain certification in early childhood education, elementary education, exceptional education, biological science, English, mathematics or social studies. **Actual teacher certification is awarded by the Florida Department of Education, not the University.**

Any student interested in pursuing a major in Education must contact the Student Advising Office before declaring the major to ensure that the requirements for acceptance are met. Appropriate scores on the Scholastic Aptitude Test (SAT), Scholastic Assessment Test (SAT-I) or American College Test (ACT) must be submitted by the time the student earns the 60th semester credit hour.



All students majoring in Education must present a valid American College Test (ACT), Scholastic Aptitude Test (SAT), or Scholastic Assessment Test (SAT-1) test score during their first semester at NSU or they may only register for six hours during the second semester. A valid score is a score reflected on an official transcript or official score report from the testing agency. If a student majoring in Education does not have a valid score on file at the end of their second semester, they will not be permitted to register until the score is on file.

The Education Internship Program EDU 452 (Student Teaching and Seminar) is offered each academic year in the fall and winter terms. Students are eligible for the Internship if they have earned 108 of the required 120 credits, including the required methods courses; have passed the SAT I with a minimum score of 950 (or 840 on test taken prior to April 1, 1995) or the ACT with a minimum score of 20; have an overall GPA of 2.5; and have a minimum GPA of 2.5 in their major. Internship dates are published in the Farquhar Center class schedules.

Applications for Internship should be received by April 1 for the fall term and August 1 for the winter term. Application forms may be obtained in the Education Office or from off-campus site coordinators.

All questions about the Internship should be directed to the Education Office. Main campus students, should call (954) 475-7354; all other students may call 800-338-4723, Ext. 7354.

The Applied Professional Studies major offers a flexible program for adults who have gained significant professional experience and/or who have earned a large number of college credits toward their particular career goal. This program allows students to select a program of studies that best fits their career plans.

To be able to enroll in this major, a student must:

- 1) Have a minimum of 45 transfer credits
- 2) Have completed an 18-credit concentration before coming to Nova Southeastern
- 3) Submit a rationale for acceptance into this program explaining his or her educational and career goals.

The Legal Assistant Studies major is designed to provide academic and practical training for those who wish to pursue this growing career. The program is also recommended for students who are pursuing business, teaching, or other law-related careers or for those who desire to understand our legal system and enhance their legal knowledge and skills.

The Psychology major focuses on the study of individuals, including their behavior, thought processes, and emotions. The psychology major emphasizes scientific research and applications to significant areas of human activities. This major provides students with a solid grounding in the knowledge base of psychology, allows flexibility in course selection to meet students' career goals, and encourages students to integrate and apply knowledge.

Students who are planning to work in the mental health field are encouraged to take abnormal psychology, a counseling course, behavior modification, tests and measurements, and at least one substance abuse studies course. Students who plan to take the GRE and/or plan to enter a doctoral program should take experimental psychology, Tests and Measurements, History and Theories of Psychology and as many of the foundation courses as possible at the start of their program of studies. Students who are hoping to become substance abuse counselors should take the substance abuse specialty courses. Students who are not sure which specialty they are most interested in should take as many of the foundation courses possible at the start of their program of studies. Advisers will help students design individual courses of study that will help them meet their career goals.

This major may be combined with law school preparatory courses or with courses leading to certification in secondary education, as well as with prerequisite courses for admission to graduate studies in speech-language pathology.

The Education and Behavioral Sciences Department also supervises the Legal Assistant Specialty, the Substance Abuse Studies Specialty, and the Speech and Language Pathology Specialty. The courses in each specialty program may be taken in conjunction with a student's baccalaureate studies, or they may be taken by those who already possess a bachelor's degree. A minimum GPA of 2.25 must be obtained for the specialty courses.

## Core Requirements for Career Development Students in Education Majors

### GENERAL DISTRIBUTION:

			45
LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
LANG	2010	Public Communications	3
TECH	1110	Computer Literacy	3
PSYC	1020	Introduction to Psychology	3
* PSYC		Human Development Course	3
ARTS/HUMN		Electives	6
LITR/PHIL			
**BIOL/PHYS		Electives	6
***MATH	1030	Intermediate Algebra I	3
MATH	1330	Mathematical Way of Thinking	3
**Liberal Arts Electives: ECON/GEOG/HIST/PHYS/POLS/PSYC/SOCL			9
(six hours must be in GEOG/HIST/SOCL)			

\*Elementary Education majors take either PSYC 2380 or PSYC 2370. Exceptional Education majors take either PSYC 2380 or PSYC 2350. Secondary Education majors take either PSYC 2380 or PSYC 2360. Early Childhood majors take PSYC 2370.

\*\*The curriculum for a specific major within education may specify that certain courses be taken within these menus.

\*\*\*Placement Test required for placement into MATH 1030, however if the placement test is not taken or score indicates additional acquisition of skills needed, students must take MATH 1000. If placement score is adequate, students can take MATH 1100 and 1150. MATH 1200 and MAT 1250 meet or MATH 2100 and MATH 2200 meet the math requirement based on placement scores.

## Early Childhood Education for Career Development Studies Students

GENERAL EDUCATION REQUIREMENTS: 45

MAJOR REQUIREMENTS: 18

EDEC 3201	Sociological Foundations of Early Childhood	3
EDEC 3203	Diagnosis/Assessment/Eval. of Young Children	3
EDEC 3301	Mgmt Strategies for Typical & Atypical Children	3
EDEC 3304	Family & Community Involvement	3
EDEC 3302	Lang. & Dev. of Typical & Atypical Children I	3
EDEC 3102	Child, Family, and Community Health Issues	3

MAJOR SPECIALTY REQUIREMENTS: 18

For Birth to Age Four			O R	For Age Three to Grade Three		
EECB 3103	Active Learning and the Young Child	3		EECP 3103	Active Learning and the Young Child	3
EECB 3104	Indoor/Outdoor Learning Environments	3		EECP 3104	Indoor/Outdoor Environments	3
EECB 3105	Practices & Delivery Systems of Early Childhood Programs	3		EECP 3105	Practices and Delivery Systems of Early Childhood Programs	3
EECB 3401	Management Strategies in Early Childhood of Typical and Atypical Children II	3		EECP 3401	Management Strategies of Typical and Atypical Children in Prekindergarten/Primary Settings II	3
EECB 3403	Discovery and Exploration of the World through Science and Mathematics	3		EECP 3403	Discovery and Exploration of the World through Science and Mathematics	3
EECB 3404	Emergent Literacy and Creative Arts	3		EECP 3404	Emergent Literacy and Creative Arts	3

MINOR SPECIALTY: 21

Additional course work can be selected to pursue individual interest, e.g., selection of a 24 credit block of Speech-Language Pathology course work will make the individual eligible for licensure as a Speech-Language Assistant or satisfy pre-requisites for a master's degree in Speech-Language Pathology. Other possible options include: courses in Sociology/Psychology focusing on conflict resolution; courses in Exceptional Student Education focusing on learning needs of children at risk that can lead to an endorsement and supervision of Child Care programs; as well as courses in management and supervision of child care programs.

OPEN ELECTIVES 18

TOTAL DEGREE REQUIREMENTS: 120

## Elementary Education for Career Development Students

### GENERAL DISTRIBUTION:

45

### MAJOR REQUIREMENTS:\*\*

30

aEDUC	3360	Educational Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
bEDUC	3510	Instr. Tech. for the Classroom Teacher	3
cEDUC	4340	Learning Assessment	3
dEDUC	4520	Internship	9
aEDUC	4470	Teaching: Principles and Practices	3
aEDUC	4480	Classroom Management	3
bESD	4350	Survey of Exceptional Children	3

### MAJOR SPECIALTY:

30

*	bEDUC	3170	Instructional Materials	3
*	bEDUC	4120	Children's Literature	3
	bELEM	3110	Teaching Social Studies in Elementary School	3
	bELEM	3120	Teaching Science in Elementary School	3
	bELEM	3130	Teaching Music in Elementary School	3
	bELEM	3140	Teaching Art in Elementary School	3
	bELEM	3150	Teaching Health and PE in Elementary School	3
	cELEM	3160	Teaching Math in Elementary School	3
	cELEM	3180	Teaching Language Arts	3
	cELEM	3310	Reading Skills in Elementary School	3
	cELEM	3320	Reading Evaluation	3

\* Choose one course.

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

### OPEN ELECTIVES:

15

### TOTAL DEGREE REQUIREMENTS:

120

# **Exceptional Student Education for Career Development Students Specializing in Varying Exceptionalities, K-12**

<b>GENERAL EDUCATION REQUIREMENTS:</b>			<b>45</b>
<b>MAJOR REQUIREMENTS:**</b>			<b>60</b>
aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
bELEM	3160	Teaching Math in Elementary	3
bELEM	3180	Teaching Language Arts	3
bELEM	3310	Reading Skills in Elementary	3
bELEM	3320	Reading Evaluation	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
dESED	4400	Introduction to Language Development and Speech Disabilities	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management Exceptional Student	3
eESED	4360	Teaching Mildly Handicapped Students	3
eESED	4080	Classroom Procedures for Mentally Handicapped	3
eESED	4390	Curriculum for Learning Disabilities	3
eESED	4290	Educational Programming for the Emotionally Handicapped	3
fEDUC	4520	Internship	9
<b>OPEN ELECTIVES</b>			<b>15</b>
<b>TOTAL DEGREE REQUIREMENTS</b>			<b>120</b>

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

## Exceptional Student Education for Career Development Studies Students Specializing in Learning Disabilities, K-12

### GENERAL EDUCATION REQUIREMENTS:

45

### MAJOR REQUIREMENTS:\*\*

57

aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
fEDUC	4520	Internship	3
bELEM	3160	Teaching Math in Elementary School	3
bELEM	3180	Teaching Language Arts in Elementary School	3
bELEM	3310	Reading Skills in Elementary School	3
bELEM	3320	Reading Evaluation	3
eESED	4330	Foundations of Learning Disabilities	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
eESED	4390	Curriculum for Learning Disabilities	3
dESED	4400	Intro to Language Dev and Speech Disabilities	3
eESED	4440	Materials & Methods for Learning Disabled Child	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management of Exceptional Student	3

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

### OPEN ELECTIVES

18

### TOTAL DEGREE REQUIREMENTS

120

This specialty is offered only on the main campus.

## Exceptional Student Education for Career Development Studies Students Specializing in Mental Handicaps, K-12

GENERAL EDUCATION REQUIREMENTS:			45
MAJOR REQUIREMENTS:**			57
aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
fEDUC	4520	Internship	3
bELEM	3160	Teaching Math in Elementary School	3
bELEM	3180	Teaching Language Arts in Elementary School	3
bELEM	3310	Reading Skills in Elementary School	3
bELEM	3320	Reading Evaluation	3
eESED	4060	Foundations of Mental Handicaps	3
eESED	4070	Curriculum for Mentally Handicapped	3
eESED	4080	Classroom Procedures for Mentally Handicapped	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
dESED	4400	Intro. to Language Dev and Speech Disabilities	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management of Exceptional Student	3
OPEN ELECTIVES			18
TOTAL DEGREE REQUIREMENTS			120

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

This specialty is offered only on the main campus.



## Exceptional Student Education for Career Development Studies Students Specializing in Emotional Handicaps, K-12

### GENERAL EDUCATION REQUIREMENTS:

45

### MAJOR REQUIREMENTS:\*\*

57

aEDUC	3360	Education Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	3510	Instructional Tech for Classroom Teachers	3
aEDUC	4470	Teaching: Principles and Practices	3
fEDUC	4520	Internship	3
bELEM	3160	Teaching Math in Elementary School	3
bELEM	3310	Reading Skills in Elementary School	3
bELEM	3320	Reading Evaluation	3
eESED	4200	Foundations of Emotional Handicaps	3
eESED	4290	Educ Programming for Emotionally Handicapped	3
eESED	4300	Classroom Mgmt of the Emotionally Handicapped	3
eESED	4320	Precision Teaching and Behavior Modifications	3
bESED	4350	Survey in the Education of Exceptional Children	3
cESED	4380	Educational Assessment of Exceptional Children	3
dESED	4400	Intro to Language Dev and Speech Disabilities	3
dESED	4530	Vocational/Functional Life Skills	3
cESED	4580	Classroom Management of Exceptional Student	3

### OPEN ELECTIVES

18

### TOTAL DEGREE REQUIREMENTS

120

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

This specialty is offered only on the main campus.

## Secondary Education for Career Development Students

GENERAL EDUCATION REQUIREMENTS:	45
MAJOR REQUIREMENTS:**	33

aEDUC	3360	Educational Psychology	3
aEDUC	3420	Sociological Foundations of Education	3
dEDUC	4340	Learning Assessment	3
aEDUC	4470	Teaching: Principles and Practices	3
aEDUC	4480	Classroom Management	3
dEDUC	4520	Internship	9
cESED	4350	Survey in the Education of Exceptional Children	3
bSECE	—	Teaching Secondary _____	3
cEDUC	3510	Instructional Tech. for the Classroom Teacher	3

### SPECIALTY:

According to certification requirements for content area.

\*\*Courses in the Major Requirements section and in the Major Specialty Requirements section must be taken in a specified sequence. This sequence is indicated by lower case letters of the alphabet (a,b,c,etc.) All courses indicated by an "a" must be completed prior to taking any course indicated by a "b". All courses indicated by a "b" must be completed prior to taking courses indicated by a "c", etc. Refer to the *Student Handbook* for the completed sequencing of courses for the program. Contact an education adviser for an explanation of required sequence of courses.

#### Social Sciences

*Specialty according to certification requirements	30
OPEN ELECTIVES	12
TOTAL DEGREE REQUIREMENTS	120

#### Mathematics

*Specialty according to certification requirements	27
OPEN ELECTIVES	15
TOTAL DEGREE REQUIREMENTS	120

#### English

*Specialty according to certification requirements	27
OPEN ELECTIVES	15
TOTAL DEGREE REQUIREMENTS	120

## **Technology Minor for Education Majors**

This 18 credit-hour minor is intended for Education majors who would like in-depth training in the use of technology as it relates to teaching at the elementary and secondary levels

### **TECH 1110 - Technology in the Information Age**

Students pursuing this minor will take six other credits of science in the General Education Science and Technology menu. **TECH 1110** will be taken as part of the minor.

EDUC 3510	Instructional Technology for the Classroom Teacher
TECH 2150	Using the Internet
TECH 3520	Emerging Technology in Education
TECH 3530	Multimedia Authoring Systems for Educators
TECH 4510	Utilizing Technology to Develop Curriculum

## **K-12 ADD-ON ENDORSEMENT**

### **English for Speakers of Other Languages**

#### **Program Description**

The state-approved courses leading to E.S.O.L. endorsement are intended to enable educators to add on additional coverage to their certification. This will allow them to teach students who are designated as being L.E.P. (Limited English Proficient) and who are in E.S.O.L. Programs. This endorsement is also designed for teacher education students who are enrolled at Nova Southeastern University in the Undergraduate Teacher Education Program and are currently working toward State teacher certification, and for educators who are certified in other areas.

For endorsement, program participants must satisfactorily complete five (5) courses as prescribed by the State, which total 15 semester hours.

Registration for these courses should follow the sequence as denoted below:

TPEP	4901	Methods of Teaching English to Speakers of Other Languages
TPEP	4902	E.S.O.L. Curriculum and Materials
TPEP	4903	Cross-Cultural Studies
TPEP	4904	Linguistics for E.S.O.L. Educators
TPEP	4905	Testing and Evaluation in E.S.O.L.

## Applied Professional Studies for Career Development Students

### GENERAL DISTRIBUTION:

LANG	1500	College Writing I	3	36
LANG	2000	College Writing II	3	
LANG	2010	Public Communications	3	
MATH	1030	Introductory Algebra I (or higher)	3	
MATH	1330	Mathematical Way of Thinking	3	
TECH	1110	Technology in the Information Age	3	
ARTS, HUMN, LITR, PHIL			6	
BIOL/PHYS		Electives	6	
PSYC		Elective	3	
Liberal Arts Elective: COMM/ECO/GEO/HIST/HUMN/LANG/ BIOL/MATH/PHYS/POLS/PSYC/SOCL			3	

### GENERAL EDUCATION SPECIFIED ELECTIVES:

(Choose one course from two of the following areas)

#### ETHICAL ISSUES

PHIL	3210	Ethics	3	
BUSS	4100	Business Ethics	3	

#### ENVIRONMENTAL ISSUES

GEOG/PHYS	2260	Conservation of Natural Resources	3	
BIOL/PHYS	1040	Environmental Studies	3	
BIOL	2220	Marine Biology	3	

#### INTERNATIONAL AND CROSS-CULTURAL ISSUES

BUSS	3550	Introduction to International Business	3	
HIST	2250	The Pacific Rim	3	
HIST	2130	The Formation of Latin America	3	
SOCL	3110	Women and Society: Cross-Cultural Perspectives	3	

Concentration I (Transferred) 18

Concentration II (Taken at Nova Southeastern) 18

Concentration II, taken at Nova Southeastern, may consist of the specialties or approved concentrations listed below:

- Business Concentration
- Computer Studies Concentration
- Legal Assistant Studies Specialty (24 credit hours)
- Legal Studies Minor
- Psychology Concentration
- Speech-Language Pathology Specialty
- Substance Abuse Studies Specialty
- Women's Studies Minor

### OPEN ELECTIVES:

39

### TOTAL DEGREE REQUIREMENTS:

120

## Legal Assistant Studies

### GENERAL DISTRIBUTION:

LANG	1500	College Writing I	3	36
LANG	2000	College Writing II	3	
LANG	2010	Public Communications	3	
MATH	1030	Intermediate Algebra	3	
MATH	1330	Mathematical Way of Thinking	3	
TECH	1110	Computer Literacy	3	
HUMN		Electives	6	
BIOL/PHYS		Electives	6	
PSYC	3110	Interpersonal Communication	3	
Liberal Arts Electives: COMM/ECON/GEOG/HIST/HUMN/LANG/			3	
LGST/BIOL/MATH/PHYS/POLS/PSYC/SOCL				

### PROGRAM REQUIREMENTS:

PHIL	1300	Critical Thinking	3	12
PHIL	3210	Ethics	3	
PHIL	3660	Philosophy of Law	3	
LEGS	2210	Computer Applications for the Legal Prof.	3	

### MAJOR REQUIREMENTS:

LEGS	1150	Introduction to Law and the Legal Prof.	3	48
LEGS	2400	Business Relations & Organizations	3	
LEGS	3050	Civil & Criminal Responsibility	3	
LEGS	3100	Legal Research & Writing I	3	
LEGS	3260	Real Estate Practice I	3	
LEGS	3300	Litigation & Procedure I	3	
LEGS	3360	Wills, Trusts, & Estates I	3	
LEGS	3550	Family Law	3	
LEGS	4060	Debtor & Creditor Relations	3	
LEGS	4110	Legal Research & Writing II	3	
LEGS	4270	Real Estate Practice II	3	
LEGS	4310	Litigation & Procedure II	3	
LEGS	4370	Wills, Trusts & Estates II	3	
LEGS	4410	Corporate Regulation & Change	3	
LEGS	4510	Special Topics	3	
LEGS	4560	Elder Law	3	

### ELECTIVES

24

### TOTAL DEGREE REQUIREMENTS:

120

## Psychology for Career Development Students

### GENERAL DISTRIBUTION:

45

LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
LANG	2010	Public Communications	3
MATH	1330	Mathematical Way of Thinking	3
TECH	1110	Technology in the Information Age	3
PSYC	1020	Introduction to Psychology	3
BIOL/PHY		Electives	6
MATH	3020	Applied Statistics	3
ARTS,HUMN,LITR,		Electives	6
PHIL			
SOCL		Electives	6
Liberal Arts Electives: COMM/ECON/GEOG/HIST/HUMN/LANG/BIOL/MATH/PHYS/POLS/PSYC/SOCL			6

### MAJOR REQUIREMENTS:

12

PSYC	3000	Research Methods	3
PSYC	3110	Interpersonal Communication	3
PSYC	4800	Practicum in Psychological Research <u>or</u>	3
PSYC	4810	Practicum in Community Psychology	3
PSYC	4840	Advanced Practicum <u>or</u>	
PSYC	4880	Senior Seminar	3

### FOUNDATION COURSES:

9

(Select at least three courses from the following foundation courses.)

PSYC	2380	Child and Adolescent Development <u>or</u>	3
PSYC	2350	Life Span Development	
PSYC	3160	Issues in Social Psychology	3
PSYC	3210	Personality	3
PSYC	3510	Human Learning and Cognition	3
PSYC	4600	Biological Basis of Behavior	3

### PSYCHOLOGY ELECTIVE COURSES:

12

(Select at least four psychology (PSYC) courses after consulting an adviser.

These may be additional foundation courses or specialty courses. The specialty courses are listed on the following page.)

### OPEN ELECTIVES:

42

### TOTAL DEGREE REQUIREMENTS:

120

# PSYCHOLOGY ELECTIVE COURSES:

PSYC	1640	Current Perspectives in Substance Abuse	3
PSYC	2110	Human Sexuality	3
PSYC	2130	Family Relationship Skills	3
PSYC	2390	Adulthood and Aging	3
PSYC	2450	Forensic Psychology	3
PSYC	2460	Health Psychology	3
PSYC	2470	Loss, Grief, and Bereavement	3
PSYC	2500	Psychology of Leadership	3
PSYC	3030	Experimental Psychology	3
PSYC	3260	Abnormal Psychology	3
PSYC	3300	Behavior Modification	3
PSYC	3360	Psychology of Women	3
PSYC	3450	Interviewing	3
PSYC	3500	Community Psychology	3
PSYC	3550	Substance Abuse and the Family	3
PSYC	3560	Substance Abuse in Business and Industry	3
PSYC	3570	The Psychology and Physiology of Substance Abuse	3
PSYC	3580	Rehabilitation Strategies for Substance Abuse	3
PSYC	3620	Drug Prevention and Education	3
PSYC	3630	Professional Development in Substance Abuse	3
PSYC	3710	History and Theories of Psychology	3
PSYC	3760	Multicultural Issues in Psychology	3
PSYC	3800	Current Psychotherapies	3
PSYC	4050	Psychological Tests and Measurements	3
PSYC	4100	Individual Counseling	3
PSYC	4150	Group Counseling	3
PSYC	4830	Practicum In Substance Abuse Treatment	3

## Minor in Psychology

The 18 credit-hour minor in psychology is intended to provide students with a solid grounding in the knowledge base of psychology and the opportunity to explore areas of psychology that most closely correspond to their interests and goals.

All students minoring in psychology take the following required classes:

PSYC 1020	Introduction to Psychology	6 credit hours
PSYC 3110	Interpersonal Communication	

Students select at least two of the following six classes:

PSYC 2350	Life Span Development	6 credit hours
PSYC 3000	Psychological Research Methods	
PSYC 3160	Issues in Social Psychology	
PSYC 3210	Personality	
PSYC 3510	Human Learning and Cognition	
PSYC 4600	Biological Bases of Behavior	

With the help of an academic advisor or faculty mentor, students select two psychology elective courses (these can include extra classes from the list above).

6 credit hours

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18 total credit hours

Note: At least three of the six psychology classes must be 3000 or 4000 level courses.

## Minor in Legal Assistant Studies

The Legal Assistant Studies Specialty is offered for students who are pursuing their bachelor's degree and for students who already have their bachelor's degree.

The program is appropriate for students who are pursuing legal assistant or other law-related careers or business and for others who desire to understand the U.S. legal system and enhance their legal knowledge and skills.

The eight Legal Assistant Studies Specialty courses are:

LEGS 1150	Introduction to Law and the Legal Profession
LEGS 2400	Business Relations and Organizations
LEGS 3050	Civil and Criminal Responsibility
LEGS 3100	Legal Research and Writing
LEGS 3260	Real Estate Practice
LEGS 5300	Litigation and Civil Procedure
LEGS 3360	Wills, Trusts, and Estates
LEGS 3550	Family Law



## Minor in Substance Abuse Studies

This program is designed to meet the needs of those who wish to develop a broad base of knowledge concerning substance abuse problems, resources available for managing these problems, and modes of treatment of the individual substance abuser. This specialty is appropriate for students employed in or wishing to enter the field of substance abuse treatment, as well as any students who feel that the knowledge base provided in this program will be useful to them in their careers (management, teaching, etc.).

The Substance Abuse Studies Specialty Program involves six core and two counseling courses:

PSYC/EDUC 3620	Drug Prevention and Education
PSYC/SOCL 3550	Substance Abuse and the Family
PSYC/MGMT 3560	Substance Abuse in Business and Industry
PSYC 3570	Psychology and Physiology of Substance Abuse
PSYC 3580	Rehabilitation Strategies in Substance Abuse Treatment
PSYC 3630	Professional Development in Substance Abuse
PSYC 4100	Individual Counseling
PSYC 4150	Group Counseling

Nova Southeastern University is listed as a single-source provider by the Certification Board for Addictions Professionals in Florida (CBAPF).

The CBAPF has three specialty areas for certification: Certified Addictions Professional (TECH), Criminal Justice Addiction Professional (CJAP), and Certified Addiction Prevention Professional (TECHP). Nova Southeastern University is the only single-source provider in Florida that offers classes in all three specialty areas.

The Substance Abuse Studies Specialty at Nova Southeastern is designed so interested applicants will be able to pursue certification without interrupting their present career. Courses may be taken for college credit or for continuing education.

Nova Southeastern University is also an approved continuing education provider for the Board of Nursing and for the Department of Professional Regulation for Mental Health Counselors, Marriage and Family Therapists, and Social Workers, among others.

## Speech and Language Pathology Specialty

Students interested in taking Speech and Language Pathology classes must first make an appointment for an interview at the Labonte Institute for Hearing, Language, and Speech (954) 475-7075.

# LIBERAL ARTS

The bachelor of science degree is offered through the Liberal Arts Department with the following major concentrations:

## General Studies

## Legal Studies

The General Studies major is offered for those students who may have spent a number of years outside the academic environment but wish to pursue a liberal studies education focusing on ethics, multicultural relations, social and environmental concerns, and literature and the arts. Within the curriculum, students will be able to achieve both a breadth of knowledge and expertise in particular areas of study.

The Legal Studies major is designed for students interested in preparing for law school or other graduate study and for those who want to pursue a liberal arts major with a legal perspective. The courses in the major area are designed to assist students in developing analytical and communication skills and an understanding of economic, political, and social contexts within which legal issues arise.

Students wishing to pursue both a Legal Studies Major and a Legal Studies Specialty Certificate may substitute the following two courses in order to complete both programs and graduate with 120 hours:

LEGS 1150: Introduction to Law and the Legal Profession substitutes for LGST 2100: The Legal Profession

LEGS 3100: Legal Research and Writing I substitutes for LGST 3300: Legal Research and Writing.

These course substitutions are available only for students pursuing this major and specialty.

## General Distribution Requirements for Career Development Students in General Studies Major

### GENERAL DISTRIBUTION REQUIREMENTS: COMMUNICATIONS AND HUMANITIES

45

TECH	1110	Technology in the Information Age	3
PHIL	3210	Ethics	3
ARTS/HUMN		Electives	6
LITR/PHIL			
LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
LANG	2010	Public Communications	3
BIOL/PHYS		Electives	6
MATH	1030	Intermediate Algebra I	3
MATH	1330	Mathematical Way of Thinking	3
PSYC		Elective	3
COMM/ECON/GEOGHIST/HUMN/LANG/BIOL/MATH/ PHYS/POLS/PSYC/SOCL Electives			9

## General Studies for Career Development Students

GENERAL DISTRIBUTION REQUIREMENTS:	45
MAJOR REQUIREMENTS:	45

Students will take five courses in each of three of the four areas:

### Area I: Human Development

HUMN	4900	Special Topics in Humanities (When offered as "Death and Dying")	3
PHIL	3330	History of Political Thought I	3
PHIL	3340	History of Political Thought II	3
PSYC	2380	Child and Adolescent Development	3
PSYC	2390	Adulthood and Aging	3
PSYC	3260	Abnormal Psychology	3
PSYC	3360	Psychology of Women	3
PSYC	3510	Human Learning and Cognition	3

### Area II: Environmental Problems

LGST	3000	Interdisciplinary Studies in the Law (when offered as "Women and the Law")	3
(when offered as "Cultural Minorities and the Law")			
BIOL	1040	Environmental Studies	3
BIOL	3200	General Ecology/Lab	4
PHYS	1060	Introduction to Oceanography	3
PSYC	3160	Social Psychology	3
PSYC	3540	Substance Abuse: Historical and Legal Perspectives	3
PSYC	3550	Substance Abuse and the Family	3
WMST	2050	Feminist Thought: Intro. to Women's Studies	3

### Area III: International and Multicultural Studies

BUSS	3550	International Business	3
FINC	4550	International Finance	3
HIST	2160	African Studies	3
HIST	2250	The Pacific Rim	3
LITR	3050	Area Studies in Literature (When offered as "Latin American Fiction")	3
MGT	3550	International Management	3
POLS	2010	Comparative Government	3
SOCL	3110	Women and Society: Cross-Cultural Perspectives	3

CONTINUED ON THE NEXT PAGE

## General Studies for Career Development Students, CONTINUED

### Area IV: Comparative Literature and the Arts

ARTS	3020	Women in the Arts	3
ARTS	3300	Myth and Art	3
ARTS	3300	Non-Western and Modern Art	3
ARTS	2400	The Theatre Arts	3
ARTS	4900	Special Topics in the Arts	3
LITR	3010	Studies in British Literature	3
LITR	3020	Studies in American Literature	3
LITR	3030	Studies in World Literature	3
LITR	3040	Women and Literature	3
LITR	3050	Area Studies in Literature	3
LITR	3610	Literary Genres	3
LITR	4700	Major Authors	3
LITR	4710	Legends and Motifs in Literature	3
LITR	4900	Special Topics in Literature	3

OPEN ELECTIVES: 30

TOTAL DEGREE REQUIREMENTS: 120

## General Distribution Requirements for Career Development Students in Legal Studies Major

GENERAL DISTRIBUTION REQUIREMENTS: 45

TECH	1110	Technology in the Information Age	3
HIST		Electives	6
ARTS, HUMN		Electives	6
LITR, PHIL			
LANG	1500	College Writing I	3
LANG	2000	College Writing II	3
LANG	2010	Public Communications	3
BIOL/PHY		Electives	6
* MATH	1030	Intermediate Algebra I	3
MATH	1330	Mathematical Way of Thinking	3
Liberal Arts Electives:		HUMN/PSYC/HIST/SOCL/LACS/LGST/ LANG/POLS	9

\* A higher-level MATH course may be substituted.

## Legal Studies for Career Development Students

GENERAL EDUCATION REQUIREMENTS: 45

MAJOR REQUIREMENTS: 51

HIST	3010	Constitutional History I	3
HIST	3020	Constitutional History II	3
LGST	2010	Law in Action: Intro to Legal Reasoning	3
LGST	2100	The Legal Profession	3
LGST	2400	Comparative Legal Systems	3
* LGST	3000	Interdisciplinary Studies in Law	3
* LGST	3260	Formation of Am. Private Law	3
LGST	4050	Civil and Political Liberties	3
* LGST	4260	Private Law and Modern Am. Thought	3
LGST	3300	Legal Research & Writing	3
LGST	4300	Mock Trial	3
LGST	4410	International Law	3
LGST	4450	Legal Studies Capstone	3
PHIL	1300	Critical Thinking	3
PHIL	3210	Ethics	3
PHIL	3330	History of Political Thought I	3
OR			
PHIL	3340	History of Political Thought II	
PHIL	3660	Philosophy of Law	3

\* Indicates new course title (compared to 95-96 catalog).

OPEN ELECTIVES: 24

TOTAL DEGREE REQUIREMENTS: 120

## Legal Studies Minor

This program provides an introduction to the American and world legal systems and their interaction with culture and society. It is especially suggested for students planning careers in business, government or law.

HIST 3010	Constitutional History I	3
HIST 3020	Constitutional History II	
OR		
PHIL 3330	History of Political Thought I	3
PHIL 3340	History of Political Thought II	
LGST 2010	Law in Action	3
LGST 2100	The Legal Profession	3
OR		
LGST 2400	Comparative Legal Systems	
PHIL 3660	Philosophy of Law	3
ANY 400-Level LGST Course		3
Total		18

Courses taken to fulfill General Education Requirements cannot be applied to the minor.

Combined with a major in a specialized field, the Liberal Arts minor prepares individuals to meet the challenges of the contemporary workplace. Experts now contend that individuals will change careers at least twice in a lifetime. As a result, employers look for individuals who have broad training, in addition to specialized skills. A liberal arts minor offers individuals the skills and flexibility necessary for professional success.

Interdisciplinary in design, the Liberal Art's minor supplements and complements the student's major area of study. It consists of 18 credits in courses that offer students an opportunity to study philosophy, history, arts and literature.

Students select one, 3-credit course from each of the four liberal arts areas: Arts, History, Literature, Philosophy. Students then select an additional two courses (6 credits) at the 3000-level or above in one area of concentration.

## ARTS

ARTS 2300 Art and Society  
 ARTS 2400 Theatre Arts  
 ARTS 2500 Music Through History  
 ARTS 2540 Intro. to Film Criticism  
 ARTS 3000 Film Studies  
 ARTS 3020 Women in the Arts  
 ARTS 3300 Myth and Art  
 ARTS 4900 Special Topics in the Arts

## HISTORY

HIST 2050 The American Experience  
 HIST 2100 The Roots of Western Society  
 HIST 3010 Constitutional History I  
 HIST 3020 Constitutional History II  
 HIST 3030 Studies in American History  
 HIST 3040 Studies in European and  
 Non-Western History  
 HIST 4900 Special Topics in History

## LITERATURE

LITR 2010 British Literature  
 LITR 2020 American Literature  
 LITR 2030 World Literature  
 LITR 3010 Studies in British Lit.  
 LITR 3020 Studies in Am. Lit.  
 LITR 3030 Studies in World Lit.  
 LITR 3040 Women and Lit.  
 LITR 3050 Area Studies in Lit.  
 LITR 3610 Literary Genres  
 LITR 4060 Feminist Criticism/Theory  
 LITR 4700 Major Authors  
 LITR 4900 Special Topics in Lit.

## PHILOSOPHY

PHIL 1300 Critical Thinking  
 PHIL 2300 Philosophical Issues  
 PHIL 3180 Biomedical Ethics  
 PHIL 3220 Philosophy of Science  
 PHIL 3330 History of Pol. Thought I  
 PHIL 3340 History of Pol. Thought II  
 PHIL 3660 Philosophy of Law  
 PHIL 4900 Special Topics in Philosophy

## HUMANITIES

HUMN 4900 Special Topics in the  
 Humanities

Courses taken to fulfill General Education Requirements cannot be applied to the minor.

## WOMEN'S STUDIES MINOR

The Women's Studies Program is designed to explore the challenges and issues that confront women in society. An interdisciplinary program, it covers such topics as business, law, philosophy, science, literature, anthropology, psychology, gerontology, and the arts. Students may complete a minor with six of the courses offered for a total of 18 credits.

Individual courses are also open to the general student population.

### Required:

WMST 2050                      Feminist Thought: Intro. to Women's Studies

### Select five courses:

ARTS 3000	Film Studies (When offered as "Women in Film")
ARTS 3020	Women in the Arts
BUSS/SOCL 3240	Women in the Workforce
LGST 3000	Interdisciplinary Studies in Law (When offered as "Women and the Law", formerly WMS/LGS 260)
LITR 3040	Women and Literature
LITR 4060	Feminist Criticism and Theory
LITR 4700	Major Authors (If Woman Author)
PSYC 3360	Psychology of Women
SOCL 3110	Women and Society: Cross Cultural Persp.
SOCL 4030	Images of Women in Popular Culture
WMST 4900	Special Topics in Women's Studies

In addition to the above courses, other courses may be approved by the program coordinator as applicable toward the minor.

Courses taken to fulfill General Education Requirements cannot be applied to the minor.



# COURSE DESCRIPTIONS

Course numbers in parentheses indicate that the course was previously offered with a different prefix or course number. Course names in parentheses indicate that the course was previously offered under a different name (see ACCT 2050, ACCT 2070). Courses marked with an asterisk fulfill the Gordon Rule.

## ACCOUNTING (ACCT)

**ACCT 2050 Principles of Accounting I/3 sem. hrs.** (formerly called Introduction to Financial Accounting; ACCT 101, 203, 205, 209) Conceptual framework of accounting, including the entity concept, materiality, unit of measure, continuity, and periodicity. Basic double-entry bookkeeping including journalizing of transactions, posting, preparing a trial balance, adjusting, closing, and basic financial statement presentation. **Prerequisite:** TECH 1010.

**ACCT 2070 Principles of Accounting II/3 sem. hrs.** (formerly called Introduction to Managerial Accounting; ACCT 207) A continuation of ACCT 205. Includes corporate structure, stockholders, equity, long-term liabilities, department and branch accounting, costing methods, cost-volume-profit analysis, and financial statement analysis. **Prerequisite:** ACCT 2050.

**ACCT 3030 Managerial Cost Accounting/3 sem. hrs.** Explores how information obtained through accounting systems is utilized for effective managerial decision making and financial planning. The influence of accounting information on management behavior is also thoroughly discussed. **Prerequisite:** ACCT 2070.

**ACCT 3050 Intermediate Accounting I/3 sem. hrs.** (ACCT 201, 305) A continuation and expansion of Principles of Accounting. The concepts underlying valuation, accounting for leases, and accounting for warranty costs. Application of these concepts to financial statement presentation. **Prerequisite:** ACCT 2070.

**ACCT 3060 Intermediate Accounting II/3 sem. hrs.** (ACT 202, 306) A continuation and expansion of Intermediate Accounting I. The conceptual foundations of sources and application of funds from both a cash and working capital basis, reporting earnings per share, and accounting for other selected transactions. **Prerequisite:** ACCT 3050.

**ACCT 3080 Cooperative Education (no credit)** Work placement for a period of 16 to 18 weeks. The placement will be directly related to the student's program of study.

**ACCT 3110 Federal Taxation I/3 sem. hrs.** (ACT 311) The fundamentals of individual income taxation. A background of accounting courses is not essential for this course. The course may be of special interest to nonbusiness majors. Topics include exemptions, exclusions, and deductions available to the individual. These concepts will aid the student in the preparation of an individual tax return. **Prerequisite:** ACCT 2050.

**ACCT 3120 Federal Taxation II/3 sem. hrs.** (ACT 312) An overview of the Internal Revenue Code as it applies to partnerships, corporations, estates, and trusts. **Prerequisite:** ACCT 3110.

**ACCT 4050 Accounting Information Systems/3 sem. hrs.** (ACCT 301) Design and operation of accounting information systems as affected by information theory, computers and behavioral concepts. Internal control in the design and analysis of systems. **Prerequisites:** TECH 2130, ACCT 3060.

**ACCT 4210 Auditing/3 sem. hrs. (ACCT 421)** An overview of basic auditing concepts, auditing standards and audit programs. Special emphasis on preparing the student for the auditing section of the CPA examination. **Prerequisite:** ACCT 3050.

**ACCT 4900 Advanced Special Topics: Practicum in Individual Federal Taxation/3 sem. hrs. (ACT 490)** Training in preparation of tax forms 1040, 1040A and 1040EZ. Students will organize and operate IRS-sponsored volunteer income tax assistance center at Nova Southeastern University to serve members of the local community.

**ACCT 4910-4980 Advanced Special Topics/3 sem. hrs. (ACT 491-498)** Advanced topics in accounting that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering differing content.

## **ALTERNATIVE DISPUTE RESOLUTION (ADRM)**

**ADRB 2000 Introduction to Dispute Resolution/3 sem. hrs.** This course provides an introduction to conflict and conflict resolution and various ways in which conflict resolution can be practically applied. In addition, the course focuses on some of the basic theories of conflict escalation and de-escalation as well as communication and problem solving skills with practical application using a variety of techniques. The course also introduces the student to the process of negotiating public disputes. **Prerequisite:** Sophomore Standing.

## **THE ARTS (ARTS)**

**ARTS 2300 Art and Society/3 sem. hrs.** This course examines the ways in which artists and the arts have influenced Western society from the Renaissance to the 20th century, focusing on painting, sculpture, architecture, music, dance and film. Students will also visit local museums and attend musical and theatrical events as a means of gaining a greater understanding of the arts within the local community. Formerly HUM 381.

**ARTS 2400 The Theatre Arts/3 sem. hrs.** This course focuses on the arts of the Theatre, including drama, music, dance and play production, particularly those plays representing major theatrical trends. Formerly HUM 240.

**ARTS 2500 Music through History/3 sem. hrs.** This course investigates the contribution of music and composers to Western culture since the Middle Ages. It encourages students' recognition and analysis of instrumental voice and the structure and development of basic musical forms. Formerly HUM 375.

**ARTS 2540 Introduction to Film Criticism/3 sem. hrs.** Understanding film as an art form through examining its history. Topics include the technological and commercial origins of film, social developments affecting film, and critical approaches to film. **Prerequisite, except for Career Studies students:** LANG 2000. Formerly HUM 254.

**ARTS 3000 Film Studies/3 sem. hrs.** A study of film in its relation to specific film genres, minorities or literature. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** ARTS 2540: Intro to Film Criticism.

**ARTS 3020 Women in the Arts/3 sem. hrs.** A study of the particular contributions of women in art, music, theatre, and dance. **Prerequisite, except for Career Studies students:** ARTS 2300 or ARTS 2500. Formerly WMS/HUM 401.

**ARTS 3300 Myth and Art/3 sem. hrs.** This course focuses on the relations between verbal and visual arts, particularly the myths and epics of Europe and the Mediterranean world, and the later literary and artistic traditions developing from them. **Prerequisite, except for Career Studies students:** ARTS 2300 or ARTS 2500. Formerly HUM 218.

**ARTS 3400 Non-Western and Modern Art/3 sem. hrs.** This course focuses on Asian Oceanic, African and Native American arts and cultures, their discovery by the West, and their influences on the development of 20th-century art and society. **Prerequisite, except for Career Studies students: ARTS 2300 or ARTS 2500. Formerly HUM 220.**

**ARTS 4900 Special Topics in the Arts/3 sem. hrs.** This course is designed for students with an interest in a particular period or genre of art and/or music, specific artists or composers, or topics not covered in other art and music courses. **Prerequisite, except for Career Studies students: ARTS 2300 or ARTS 2500.** Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval.

## **BIOLOGY (BIOL)**

**BIOL 1040 Environmental Studies/3 sem. hrs.** Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, water supplies, food supplies, pesticides, and pollution are covered. Identical to PHY 1040.

**BIOL 1050 Concepts in Biology/3 sem. hrs. (BIOL 102, COR 132, SCI 2018)** This course is designed to explore the major concepts in biology from the cell to the behavior of the whole integrated plant and animal. This course is intended for nonscience students.

**BIOL 1060 Amoebas to Zebras: Life on Earth/3 sem. hrs.** Tiptoe through the tulips, tapeworms, toadstools, tigersharks, and tarantulas. This course is an overview of the diversity of life on earth, introducing the major groups of living things, from bacteria to mammals, with introductions to basic concepts in ecology, evolution and life processes.

**BIOL 1070 Genes, Chromosomes and Human Heredity/3 sem. hrs.** This course examines basic concepts of genetics and their application to human heredity and diversity. Topics covered include structure and function of DNA, genes and chromosomes, the role of genes in heredity, tracing of genetic traits in family trees, and advances in genetic technologies as applied to human medicine. This course is intended for non-biological science majors.

**BIOL 1080 Human Biology/3 sem. hrs.** This course explores the biology of the human organism and is designed to provide a framework by which the student can understand human biology at the cellular, molecular and organismal levels, both in the healthy state and when it is diseased and/or malfunctioning. The course will emphasize the process of recognizing choices and the application of biological knowledge in the decision making process. Topics will include a study of the organ systems, immunity, reproduction and development.

**BIOL 1090 The Age of Dinosaurs/3 sem. hrs.** An introduction to the most fascinating period of life on earth--The Mesozoic Era--emphasizing the most famous inhabitants of the time--the dinosaurs: their kinds, ecology, evolution, life habits and eventual extinction. The course also introduces basic concepts in evolution, geology and paleontology needed to understand dinosaurs and the other animals and plants that populated the Mesozoic world.

**BIOL 1500 Biology I/Lab/4 sem. hrs.** An introduction to the biological sciences for students interested in pursuing a career in this area. Includes subcellular and cellular organization, structures and function, biochemistry, classical and molecular genetics, and population dynamics - all arranged around evolution as a major theme. Includes laboratory sessions.

**BIOL 1510 Biology II/Lab/4 sem. hrs.** Second part of two-part sequence that includes a survey of the five kingdoms and structure and function in plants and animals. Includes laboratory sessions.

**BIOL 2200 General Botany/Lab/4 sem. hrs.** Introduction to basic structure, life processes and taxonomy of algae, fungi, and plants, emphasis on structure and function of tissues and organs, ecology, and reproduction of flowering plants. Includes laboratory sessions.

**BIOL 2220 Marine Biology/3 sem. hrs.** Introduction to marine environments of South Florida with emphasis on adaptation of local organisms to a variety of habitats including mangrove swamps, the intertidal zone, seagrass meadows, coral reefs, and the Gulf Stream. Field trips to various South Florida marine habitats will round out the course experience.

**BIOL 2300 Invertebrate Zoology/Lab/4 sem. hrs.** Basic invertebrate zoology including introductory anatomy, physiology, phylogeny, and ecology of major animal phyla from protozoa through echinoderms with emphasis on marine organisms. Includes laboratory sessions.

**BIOL 2310 Vertebrate Structure and Function/Lab/5 sem. hrs.** Basic vertebrate anatomy and physiology. This course deals specifically with form and function of vertebrate organ systems. The lecture period stresses physiology and the laboratory is mainly devoted to gross anatomy. However, the one reinforces the other in presenting a complete picture of functional morphology. Includes laboratory sessions.

**BIOL 3010 Anatomy and Physiology of the Vocal Mechanism/3 sem. hrs.** Introduction to the anatomy, physiology, and neurophysiology of the vocal mechanism.

**BIOL 3200 General Ecology/Lab/4 sem. hrs.** Basic principles governing the interaction of organisms and their environment including food webs, energy flow, biogeochemical cycles, factors controlling distribution and abundance, biological and species interaction, species diversity, ecosystem stability, ecological succession, and impact of man. Includes laboratory sessions.

**BIOL 3210 History of Science/3 sem. hrs.** This course is a survey of science and scientists from ancient to modern times. The major advancements in life sciences, medicine and oceanography will be discussed from the perspectives and tenor of the times. Some original literature and autobiographies as well as historical reviews will be assigned and discussed.

**BIOL 3400 Microbiology/Lab/4 sem. hrs.** Introduction to basics of morphology, metabolism, growth, genetics, enumeration, and control and public health aspects of bacteria and viruses, with emphasis on marine processes and types. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**BIOL 3600 Genetics/Lab/4 sem. hrs.** Review of principles of Mendelian and quantitative inheritance considered at the morphological and molecular levels including a survey of population genetics and theories of natural selection and the study of amino acids and nucleotide substitutions as "evolutionary clocks." **Prerequisite:** CHEM 2310.

**BIOL 4000 Introduction to Hearing, Speech, and Language Disorders/3 sem. hrs.** Understanding of speech, language, and hearing disorders, their classification, manifestation and etiologies. This course does not meet the science general education requirement. Identical to SLP 4000.

**BIOL 4100 Neuroanatomy and Physiology/3 sem. hrs.** Introduction to anatomy and physiology of developing and mature human nervous system. Identical to SLP 4100.

**BIOL 4200 Neurobiology/3 sem. hrs.** This course is an introductory survey that covers nerve function from the molecular level to behavior. The objective is to give the advanced student in the biological sciences insight into fundamental mechanisms of nervous integration. The instructional format will consist of lectures, discussion groups, computer simulations and guest lectures by practicing neuroscientists.

**BIOL 4340 Cellular and Molecular Biology/3 sem. hrs.** Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. This course does not include laboratory sessions. **Prerequisite:** CHEM 2310.

**BIOL 4350 Cellular and Molecular Biology/Lab/4 sem. hrs.** Study of the subcellular architecture and function, growth, and reproduction of prokaryotic and eukaryotic cells. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**BIOL 4400 Developmental Biology/Lab/4 sem. hrs.** Principles of human cellular differentiation, morphogenesis, and development, with comparisons to lower animal forms.

**BIOL 4450 Biochemistry/Lab/4 sem. hrs.** Chemistry of proteins, lipids, carbohydrates, and nucleic acids; principles in enzymology, metabolism, and bioenergetics. **Prerequisite:** CHEM 2310.

**BIOL 4500 Independent Research I/1 sem. hr.** Initiation of laboratory or field research in biology in consultation with an advisor. **Prerequisite:** permission of department.

**BIOL 4510-4560 Independent Research II/1 sem. hr.** Continuation of laboratory or field research in biology. **Prerequisite:** BIOL 4500 and permission of department.

**BIOL 4570 Independent Research III/1 sem. hr.** Completion of laboratory or field research in biology culminating with a thesis. **Prerequisite:** BIOL 4500 and permission of department.

**BIOL 4600 Biological Bases of Behavior/3 sem. hrs.** Genetic neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisites:** BIOL 1020 or 1050, PSYC 1020. **Identical to** PSYC 4600.

## **BUSINESS (BUSS)**

**BUSS 1010 Introduction to Business/3 sem. hrs. (BUS 105, 1018)** A basic course in the study of the private enterprise system. A brief history and background of the system and its components, functions, disciplines, and laws. The future of enterprise as a network is discussed.

**BUSS 2130 Business Applications of Microcomputers/3 sem. hrs. (BUS 113)** Theory and application of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. A computer laboratory-oriented course. **Prerequisites:** ACCT 2050, TECH 1110. **Identical to** TECH 2130.

**BUSS 2150 Business Law I/3 sem. hrs. (BUS 201)** The fundamentals of business law, contract law, property law, and negotiable instruments as these areas apply to business organizations. Credit cannot be obtained for both BUSS 2150 and LEGS 2400.

**BUSS 2700 Current Issues in Telecommunications/3 sem. hrs.** This course focuses on telecommunications, the science of transporting information via electrical, electromagnetic, optical or other systems. A foundation of basic telecommunications applications and principles will be established. The technical and managerial aspects of telecommunications from a business perspective will also be presented. Special emphasis will be placed on current technological, legislative, and regulatory issues facing the telecommunications industry.

**BUSS 3020 Business Communications/3 sem. hrs.** Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. **Prerequisite:** LANG 1500. **Identical to** MGMT 4900.

**BUSS 3050 Organization Theory/3 sem. hrs.** (BUS 311) Emphasizes modern organizations and their structure and systems. The special problems of large research and development organizations; project and/or program management; matrix management; venture management; and contingency management. **Prerequisite:** MGMT 2050.

**BUSS 3080 Cooperative Education (no credit)** Work placement for a period of 16 to 18 weeks. Placement will be directly related to the student's program of study.

**BUSS 3100 Small Business Management/3 sem. hrs.** (BUS 351, 210) A study of management problems that relate to the small-scale entrepreneur. The evaluation of options available and decisions to be made in initiating a business: implementing financial and administrative controls, operating systems, pricing and marketing strategy, and understanding the legal environment in which the business must function.

**BUSS 3150 Business Law II/3 sem. hrs.** (BUS 216) a continuation and expansion of Business Law I. Agency law, bailments and the Uniform Commercial code as these areas apply to business organizations. **Prerequisite:** BUSS 2150

**BUSS 3240 Women in the Workforce/3 sem. hrs.** A study to examine various obstacles faced by women in the business community and explore techniques used by successful female corporate executives and entrepreneurs to overcome these obstacles. Identical to SOCL 3240.

**BUSS 3250 Business, Government, and Society/3 sem. hrs.** (BPM 315, POL 315) Consideration of relationships between business enterprises and the social and political milieu in which these enterprises operate. New concepts in business ethics and corporate responsibility. Governmental regulation of business.

**BUSS 3500 Business Relations and Organizations/3 sem. hrs.** Topics will include contracts (the essential elements, defenses to enforceability, third party beneficiaries and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. This course is not required for those students who have taken BUS 215 and BUS 216. Identical to LEGS 3500.

**BUSS 3550 Introduction to International Business/3 sem. hrs.** (BUS 255, MGT 491) Survey of the field that includes the legal and cultural environment of international business; international financial system; management of international operations; personnel and labor relations; international marketing; international economics, trade, and finance; multinational enterprise; international accounting. **Prerequisite:** BUSS 1010.

**BUSS 4090 Quantitative Methods/3 sem. hrs.** (BUS 321) Emphasis on specific decision-making tools and their applications in various business situations. How to solve problems of cost-volume-profit analysis; linear programming; Markov-chain gaming; the assignment problem; the transportation problem; PERT and other network models; decision theory; inventory problems; computer simulation; and waiting line models. **Prerequisite:** MATH 3020.

**BUSS 4100 Business Ethics/3 sem. hrs.** Examines the nature of morality and the theories of normative ethics. Identifies a variety of ethical issues and moral challenges within the corporation. Focuses on moral problems involving consumers, the environment, the professions, and the role of the corporation in our society.

**BUSS 4200 Real Estate Practice/3 sem. hrs.** Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosure procedures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. **Prerequisite:** LEGS 2150 or LGST 2010; or permission of coordinator. Identical to LEGS 4250.



**BUSS 4610 Business Research Methods/3 sem. hrs.** (BUS 461, BUS 499) Research designs commonly used in business decision making. Survey, observation, data analysis, sampling, and quasi-experiments, as they relate to the analysis and proposed solutions of real problems in an organizational setting. Students will submit a research proposal as part of the course requirements. **Prerequisites:** LANG 1500 or LANG 3110; MATH 3020.

**BUSS 4620 Management Applied Project/3 sem. hrs.** This is a course registration number for students in the BPM program who must complete an applied project, or Practicum, as part of their degree requirements. Students will meet in peer study-review groups on an occasional basis rather than a regularly scheduled class. **Prerequisites:** BUSS 4610 and approved project proposal.

**BUSS 4880 Business Strategy and Policy/3 sem. hrs.** (BUS 498) An integrative senior-year course in which the disciplines of management, finance, behavioral sciences, and marketing will focus on the solution of specific business problems. Case studies will be employed in this course. **Prerequisites:** ECON 2010, ECON 2020, and FINC 3010; LANG 2010 or LANG 3120; and senior standing.

**BUSS 4910-4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in business that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

**BUSS 4990 Independent Study in Business/1-12 sem. hrs.** (BUSS 197, 297, 397, 497) The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** written consent of instructor and division director.

## **(CHEM)**

**CHEM 2300 General Chemistry I/Lab/4 sem. hrs.** Basic chemical calculations, periodicity, bonding, inorganic reactions, and kinetics. First half of General Chemistry Continuum. Includes laboratory sessions. **Prerequisite:** MATH 1030.

**CHEM 2310 General Chemistry II/Lab/4 sem. hrs.** Continuation of General Chemistry Continuum including thermodynamics, acid-base reactions, electrochemistry, and nuclear chemistry. Includes laboratory sessions. **Prerequisite:** MATH 1030 and PHYS 2300.

**CHEM 3200 Essentials of Organic Chemistry/4 sem. hrs.** A one-semester study of the structure, nomenclature, preparation, properties and reactions of organic compounds, organized by functional groups and reaction mechanisms. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**CHEM 3250 Bio-organic Chemistry/Lab/4 sem. hrs.** Introduction to structure, properties, and reactions of major organic chemical groups with emphasis on those important in biochemical processes, biological macromolecules, and basics of carbohydrate, lipid, and protein metabolism. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**CHEM 3300 Organic Chemistry I/Lab/4 sem. hrs.** The chemistry of carbon compounds, including their structure, nomenclature, preparation, reactions, analysis, and properties. Reaction mechanisms are stressed within a functional group framework. Includes laboratory sessions. **Prerequisite:** CHEM 2310.

**CHEM 3310 Organic Chemistry II/Lab/4 sem. hrs.** Continuation of CHEM 3300, Organic Chemistry I/Lab, includes laboratory sessions. **Prerequisite:** CHEM 3300.

## COMMUNICATIONS (COMM)

**COMM 2010 Introduction to Journalism/3 sem. hrs.** Training in the elements of reporting with emphasis on the modern news story. Students will learn the elements of news, the style and structure of news writing, and the technology of newspaper production. Corequisite: LANG 1500.

**COMM 2020 Introduction to Broadcast Journalism/3 sem. hrs.** Training in the elements of broadcast reporting with emphasis on the modern electronic news story. Students will learn the elements of broadcast news, the style and structure of broadcast news writing, and the technology of radio productions. Corequisite: LANG 1500 or COMM 2030.

**COMM 2030 Introduction to Broadcast Technology/3 sem. hrs.** Students will be trained in using the equipment appropriate to modern broadcasting conditions in television and/or radio, including broadcast equipment and computer-oriented broadcasting devices. Corequisite: LANG 1500.

**COMM 2100 Mass Media/3 sem. hrs.** An examination of the impact of technology on the way we receive and process information and images, the basic legal and economic structure of the mass media, historical precedents and events of mass media, the new cultural forms that have emerged with the mass media, and the nature and implications of developing media technologies.

**COMM 2510 Intermediate Telecommunications/3 sem. hrs.** Students will be introduced to technological skills and tools that will assist them in modern communications, such as electronic publishing, electronic graphics, mainframe networks, electronic databases, etc. Prerequisite: TECH 1110 or equivalent.

**COMM 3010 Ethical Issues in Communication/3 sem. hrs.** Students will explore ethical issues specific to the communications industry.

**COMM 4010 Information Theory/3 sem. hrs.** Students will examine the theoretical foundations of the "information society" and information theory, by examining the works of major theorists such as Claude Shannon and those whom he has influenced. Prerequisite: senior standing or permission of instructor.

**COMM 4900 Special Topics in Communication/3 sem. hrs.** This course offers a cross-sectional view of the media through a focus on a particular medium, theme or genre. Specific focus to be announced. May be repeated once for credit, if content changes and Department approval. Prerequisite, except for Career Studies Students: One course in Communications listed above.

## COMPUTER ENGINEERING (CSEE)

**CSEE 3050 Electronics for Computer Science Majors/3 sem. hrs.** An introduction to network analysis and electronic circuitry. Definitions of circuit parameters and components: voltage, current, resistance, capacitance, and inductance. Fundamental circuit analysis techniques, series and parallel combinations of components, transistor and diode characteristics and their applications in logic circuits, differences in existing manufacturing technologies for VLSI such as C-MOS, N-MOS, P-MOS. Prerequisite: SCIS 1600.

**CSEE 4600 Microprocessor Applications/3 sem. hrs.** Applications in the design and stimulation of microprocessor-based systems. Prerequisite: Senior standing.

## COOPERATIVE EDUCATION (COOP)

**COOP 3810-COOP 3919 Cooperative Education/1-3 sem. hrs.** A 10-20 hour per week work experience for 16 weeks in the student's major area of study or area of career interest. Prerequisite: cumulative GPA of 2.5 or higher, completion of 36 or more credit hours and permission of instructor. Contact coordinator of Community Service.



## **CORE STUDIES IN PROFESSIONAL AND LIBERAL STUDIES (CORE)**

**\*CORE 1410 Journey I/3 sem. hrs.** The metaphor of life as a journey provides the vehicle for this exploration. Students will examine literary and other creative works as well as participate in the process of documenting their own undergraduate journey.

**\*CORE 1420 Human Nature, Human Behavior/3 sem. hrs.** An examination of the biological and environmental influences that shape the individual. An analysis of classic and contemporary sources will help the student think critically about basic theories and issues such as nature versus nurture, the mind/body dichotomy, cognitivism, behaviorism, and the scientific explanation of behavior.

**\* CORE 1430 The Living Earth: An Environmental Perspective/3 sem. hrs.** Students will study the science of ecology and the impact made by humans on the environment. The course will make obvious the fact that there are no simple answers or quick solutions to the environmental problems now faced. It will, however, help students gain a more complete and genuine understanding of the cause-and-effect relationships that operate in the environment, thereby providing a basic perspective by which they can evaluate their own responsibility to the long-term sustainability of the biosphere.

**\* CORE 1440 Other Voices, Other Visions: Multicultural Perspectives/3 sem. hrs.** This course examines the role of "world view," encourages an appreciation of different people and cultures, and fosters respect for diversity in local, national, and international environments.

**\* CORE 2450 Individual and Social Systems/3 sem. hrs.** A study of the nature of institutions and the reciprocal relationship between individuals and institutions. Emphasizes in particular the goal of developing a sense of community and social responsibility among students and faculty.

**\* CORE 2460 Economic Transformations and Society/3 sem. hrs.** This course will study the impact of economic interactions based on the assumption that the economy is merely one aspect of a whole ecological, social, and political fabric. Economic systems and issues will be analyzed within the broader context of human rights, environmental consequences, and ideological goals and outcomes.

**\* CORE 3470 Ethical Systems/3 sem. hrs.** An examination of ethical systems that instruct in matters related to moral action, moral judgment, and responsibility. Ways of reviewing contemporary moral issues such as abortion, euthanasia, and racial discrimination are among individual topics. **Prerequisite:** requires junior standing.

**CORE 4480 Journey II: The Capstone Experience/ 3 sem. hrs.** This course is intended as a capstone experience, meant to tie together various themes and subjects which the student has studied in other core classes. Students will use the journey metaphor to explore their own personal and professional journeys now and after graduation. **Prerequisite:** requires senior standing.

## **CRIMINAL JUSTICE (CRJ)**

**CRJ 2200 Criminal Law/3 sem. hrs.** Study of the field covering its historical development, terminology, trends and theories, the nature of crime, the elements of major crimes, and defenses.

**CRJ 2300 Introduction to Law Enforcement/3 sem. hrs.** Study of the police including its historical development, functions, operations, and organizations.

**CRJ 3000 The Criminal Justice System/3 sem. hrs.** Study of the role and operation of the courts in the administration of criminal justice, and of the processes involved in charging and prosecuting defendants.

**CRJ 3200 Correctional Theory and Practice/3 sem. hrs.** Study of the historical development and current status of correctional theories and practices.

**CRJ 4000 Criminal Procedure and Individual Rights/3 sem. hrs.** Study of the rights of the accused, emphasizing the 4th through 8th Amendments to the United States Constitution, and of the rights of witnesses, victims, and convicts.

## **ECONOMICS (ECON)**

**ECON 2010 Principles of Macroeconomics/3 sem. hrs. (COR 121)**  
A study of basic economic concepts, emphasizing analysis of the aggregate economy. Fundamental concepts of national income and its determination, economic fluctuations, monetary and fiscal policies, and economic growth. Students may not receive credit for this course and ECON 3150.

**ECON 2020 Principles of Microeconomics/3 sem. hrs.** The processes of price determination output and resources allocation in perfect and imperfect competition. Topics include labor economics, international trade and finance, and alternative economic systems.

**ECON 3150 Macroeconomics for Managers/3 sem. hrs. (ECON 203, 215)**  
An examination of basic economic concepts emphasizing analysis of current economic issues of the aggregate economy. A historical overview of economic philosophers provides perspective to the modern emphasis. Students may not receive credit for this course and ECON 201.

**ECON 3210 Monetary Theory and Policy/3 sem. hrs. (FINC 321)** The structure and function of the American banking system, the Federal Reserve System, and the function of monetary policy in the regulation of the national economy. **Prerequisites:** ECON 2010 and 2020.

**ECON 3550 International Economics/3 sem. hrs.** Theory and practice of trade, comparative advantage, trade barriers, balance of payments, economic development, regional economic integration. **Prerequisites:** ECON 2010 and 2020.

**ECON 4210 Business Cycles and Forecasting/3 sem. hrs. (FINC 421)** Emphasizes the aggregate fluctuation in business, tracing the main stages of development from upswing through prosperity to downswing. The leading theories on the causes of business cycles. How to describe the methods of measuring business cycles and forecasting the cyclical behavior with the aid of indicators. **Prerequisite:** ECON 2010.

**ECON 4910-4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in economics that are not included in regular course offerings. Specific content, possible prerequisites announced in the course schedule for given term. Students may reenroll for special topics covering different content.

## **EARLY CHILDHOOD EDUCATION (EDEC)**

**EDEC 3102 Child, Family and Community Health Issues/3 sem. hrs.** Students in this course will study how to promote maximum growth and psychological safety of young children. Emphasis is placed on the indicators and procedure to ameliorate child abuse and neglect. Sources of community support and resources to support prevention and family strength will be highlighted.

**EDEC 3201 Sociological Foundations of Early Childhood/3 sem. hrs.** Students in this course will study sociological influences and issues--past, present, and future that will enable early childhood professionals to assist young children and their families to meet the challenges of a pluralistic society in transition. This knowledge will assist students in the analysis of societal issues in making appropriate choices, adaptations, and modifications in their programs in order to provide developmentally appropriate programs and practices.

**EDEC 3203 Diagnosis/Assessment/Evaluation of Young Children I/3 sem. hrs.** Students in this course will be introduced to a philosophic overview of the assessment process, including transdisciplinary assessment teams and provisions for appropriate information gathering techniques—formal and informal—which includes the construction, selection, interpretation, and evaluation of diagnostic instruments. The role of technology in testing, record maintenance and composition of IEP/IFPS's will be discussed modeled.

**EDEC 3204 Strategies for Diagnosis/Assessment/Evaluation of Typical and Atypical Children II/3 sem. hrs.** Students in this course will explore the assessment process, including transdisciplinary assessment teams and provisions for appropriate information gathering techniques in a variety of early care settings. Emphasis will be directed to the role of technology in testing, record maintenance and composition of IEP/IFPS's in the field.

**EDEC 3301 Management Strategies for Typical and Atypical Children I/3 sem. hrs.** Students in this course will apply behavioral techniques in a multiplicity of settings for typical/atypical children through the age of eight. The importance of consistency of these applied behavioral techniques in a variety of environments and collaboration of all involved will also be emphasized.

**EDEC 3302 Language Development of Typical and Atypical Children I/3 sem. hrs.** Students in this course will examine the physical, cognitive and social-emotional development that underlies the acquisition of language of typical and atypical children from birth to three years of age. The differences in language development of children that reflect cultural and socioeconomic differences will be explored.

**EDEC 3303 Language Development of Typical and Atypical Children II/3 sem. hrs.** Students in this course will apply a detailed understanding of the impact of typical/atypical language development upon educational practices and strategies. Students will plan and implement activities that meet unique developmental needs in a broad spectrum of settings with different educational philosophies.

**EDEC 3304 Family and Community Involvement/3 sem. hrs.** Students in this course will teach families how to use materials in the home and community environment to foster development and acquisition of skills. Students will examine information that can create a vital link between school, community, and home in our multiethnic society.

## **EDUCATION (EDUC)**

**EDUC 1410 Personal Career Development/3 sem. hrs.** The process of career development applied to the student identifying vocational interests and aptitudes, obtaining information about occupations, gaining experiences through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to MGMT 1410 and PSYC 1410.

**EDUC 2250 Caring for Infants and Toddlers/3 sem. hrs.** This course is designed for administrators in child care centers who are providing or planning to provide a program for infants and toddlers. The course provides the knowledge base for implementing a quality early childhood program. At the same time it provides trainees with hands-on opportunities to enhance their own abilities to identify and meet family needs, create a developmentally appropriate environment, respond to individual differences in families and infants, and create individual plans for continuing their own professional growth.

**EDUC 2260 Administration of Early Childhood Programs/3 sem. hrs.** A survey course identifying the responsibilities of early childhood administration and the competencies needed to discharge them successfully.

**EDUC 3170 Instructional Materials/3 sem. hrs.** Use of a variety of materials in an educational program, including literature, media, and independent-learning material.

**EDUC 3360 Educational Psychology/3 sem. hrs.** This course combines the two fields of psychology and education. It is the scientific study of human beings and the principles by which learning can be increased and directed by education. This course will present principles for prospective teachers to consider as they analyze situations and make decisions. Teachers who can make use of these principles will be able to deal with brand-new problems for which there are no established rules. They can also make improvements on accepted teaching techniques. **Prerequisite:** PSYC 1020.

**EDUC 3400 Administrative Leadership and Decision Making for Early Childhood/3 sem. hrs.** A review of various leadership styles and decision-making techniques as they apply to the administrator's responsibilities in finance and budget, program development and evaluation, and home and school relationships.

**EDUC 3410 Curriculum Decisions of Early Childhood Programs/3 sem. hrs.** Study of curricula and activities to meet the student population's needs, with subsequent decisions as to appropriate methods, necessary materials, and use of time and space. Leadership in staff development to implement the decisions is included.

**EDUC 3420 Sociological Foundations of Education/3 sem. hrs.** This is an introductory course in teacher education which examines the sociological focus, both traditional and current, that has an influence on the total educational effort. It also examines the broad foundational focus (historical, philosophical and legal) that underlies and shapes the world of teaching and schooling. The primary intent of this course is to provide the student with a sufficiently broad and detailed exposure to the realities of the teaching profession.

**EDUC 3510 Instructional Technology for the Classroom Teacher/3 sem. hrs.** A comprehensive course treating the spectrum of conceptual understanding for the use of technology in education, technical skills for computer operation as it relates to elementary and secondary education, and application of technology and teaching techniques to the content areas. This course is intended for students in teacher training programs and teachers who wish to acquire skills necessary for the successful integration of technology into the school curriculum. **Prerequisites:** TECH 1110 and EDUC 3360.

**EDUC 3620 Drug Prevention and Education/3 sem. hrs.** Classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to PSY 362.

**EDUC 3630 First Aid and Emergency Care-Responding to Emergencies/3 sem. hrs.** This course is designed to prepare the student with first aid knowledge necessary to perform immediate and temporary care for most accidents, injuries, sudden illness, and emergencies. This course would also provide accident prevention information and personal safety. American Red Cross (ARC) certification available. Materials fee.

**EDUC 3640 Prevention and Treatment of Athletic Injuries/3 sem. hrs.** This course is designed to provide an in-depth study of the practices and techniques utilized in the prevention, care, and rehabilitation of injuries and accidents occurring in physical education, recreation, and athletics. Included would be the use of strapping, taping, and other support methods in a laboratory experience. Materials fee.

**EDUC 4120 Children's Literature/3 sem. hrs.** A study of children's literature, including history, techniques of writing, trends, examples of different forms, techniques for teaching literature to children.

**EDUC 4170 Adolescent Literature/3 sem. hrs.** A study of the type of literature available for the adolescent, with an emphasis on text selection and presentation. Students will examine ways of incorporating literature into the curriculum. **Prerequisite:** LANG 1500.

**EDUC 4190 Rhythm and Dance in Elementary Curricula/3 sem. hrs.** This course is designed to prepare students to select and plan meaningful rhythm and dance experiences for elementary students.

**EDUC 4340 Learning Assessment/3 sem. hrs.** This course emphasizes those elements of measurement and evaluation that are essential to good teaching and the role that assessment plays in the instructional process. Emphasis is placed on the ability to construct and select tests and other evaluation instruments that provide valid measures of the intended learning outcome. The role of portfolio, authentic, and alternative assessments in the evaluation process is also examined.

**EDUC 4360 Methods of Teaching Reading in Middle School/3 sem. hrs.** Identifying reading skills, evaluating skills, and recognizing and diagnosing reading problems in middle school. A discussion of prescriptive methods and materials to increase the reading performance of students in the middle school.

**EDUC 4470 Teaching: Principles and Practices/3 sem. hrs.** Principles of effective teaching, different teaching styles, microtechniques, and use of materials.

**EDUC 4480 Classroom Management/3 sem. hrs.** A study of the factors that contribute to classroom management, e.g., curricula, methods and materials, and student and teacher behavior.

**EDUC 4520 Internship/9 sem. hrs.** A sixteen week comprehensive review and practical application of educational philosophy, curriculum organization and instructional methodology through a seminar format (3 credits) and a concurrent ten-week supervised student teaching assignment (6 credits). **Prerequisite:** written consent of program director.

**EDUC 4630 Principles of Coaching/3 sem. hrs.** Emphasis on theory and practice in coaching sports.

**EDUC 4640 Administration of Athletic Programs/3 sem. hrs.** A study of the duties and responsibilities of the athletics director for the purpose of improving the athletic program.

**EDUC 4680 Structural Linguistics/3 sem. hrs.** A study of the structure of language, basic principles of linguistics. Survey of different approaches and techniques used in language study.

**EDUC 4910-4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in education that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may reenroll for special topics covering different content.

## **EARLY CHILDHOOD EDUCATION (0-4) (EECB)**

**EECB 3103 Active Learning and the Young Child/3 sem. hrs.** Students in this course will explore the role of activity and play in human development from birth to age eight. Students will be introduced to developmentally appropriate methods of play assessment, play facilitation, and intervention. Observation experiences will focus on recognizing developmental and individual characteristics of young children. Opportunities to provide materials and active learning experiences to support these characteristics will take place.

**EECB 3104 Indoor/Outdoor Learning Environments/3 sem. hrs.** Students will be provided with information on how safe, healthy learning environments that not only meet applicable rules and regulations as well as center/home accreditation standards. A framework for understanding indoor and outdoor learning environments that support active learning and the adult's role in creating and maintaining environments that recognize developmental and individual differences will be emphasized.

**EECB 3105 Practices and Delivery Systems of Early Childhood Programs/3 sem. hrs.** Students in this course will explore, compare and contrast developmentally appropriate practices and delivery systems of quality early childhood programs. Emphasis will be placed on theoretical and research foundations of programs, curriculum content, staffing and scheduling patterns. The role of the triad of child, parent and teacher in the structure of programs will be underscored.

**EECB 3305 Strategies for Diagnosis/Assessment/Evaluation of Typical and Atypical Children III/3 sem. hrs.** Students in this course will explore the assessment process, including transdisciplinary assessment teams and provisions for appropriate information gathering techniques—in a variety of early care settings for the very young typically/atypically developing child. Emphasis will be directed to the role of technology in testing, record maintenance.

**EECB 3401 Management Strategies in Early Childhood of Typical and Atypical Children II/3 sem. hrs.** Students in this course will examine appropriate, developmentally sensitive strategies for managing behavior in typical and atypical children. Proactive strategies and performing functional analysis of behavior will be addressed. Behavior reduction programs and crisis management will be discussed.

**EECB 3402 Instructional Technology For the Learning Environment/3 sem. hrs.** Students in this course will cover the successful integration of technological applications in a multiplicity of child care and early learning environments. The focus on program management, technology for staff development, technological support for typical and atypical children and technology to facilitate children's development and learning.

**EECB 3403 Discovery and Exploration of the Physical World Through Science and Mathematics/3 sem. hrs.** Students in this course will utilize concrete materials and strategies that encourage the development of cognitive abilities that contribute to a young child's skill and acquisition for math and science concepts through activities utilizing developmentally appropriate practices.

**EECB 3404 Emergent Literacy and the Creative Arts/3 sem. hrs.** Students in this course will examine the relationship between the development of language/communication and its connection to emergent literacy. The focus will be on the acquisition of pre-reading and pre-writing skills through developmentally appropriate activities, creating environments and teaching strategies/techniques that promote and enhance the development of literacy which occurs through the integration of creative expression in art, drama, movement and music.



**EECB 3405 Home and Community Involvement in Early Care Programs/3 sem. hrs.** Students in this course will identify and explore strategies and community resources that support and assist families with young children in care in family child care, center based or therapeutic care setting. Emphasis will be placed on collaborative relationships and communication that respect and supports a quality constellation of care.

## **EARLY CHILDHOOD EDUCATION PRIMARY (3- grade 3) (EECP)**

**EECP 3103 Active Learning and the Young Child/3 sem. hrs.** Students in this course will explore the role of activity and play in human development from birth to age eight. Students will be introduced to developmentally appropriate methods of play assessment, play facilitation, and intervention. Observation experiences will focus on recognizing developmental and individual characteristics of young children. Opportunities to provide materials and active learning experiences to support these characteristics will take place.

**EECP 3104 Indoor/Outdoor Learning Environments/3 sem. hrs.** Students will be provided with information on how safe, healthy learning environment that not only meet applicable rules and regulations as well as center/home accreditation standards. A framework for understanding indoor and outdoor learning environments that support active learning and the adult's role in creating and maintaining environments that recognize developmental and individual differences will be emphasized.

**EECP 3105 Practices and Delivery Systems of Early Childhood Programs/3 sem. hrs.** Students in this course will explore, compare and contrast developmentally appropriate practices and delivery systems of quality early childhood programs. Emphasis will be placed on theoretical and research foundations of programs, curriculum content, staffing and scheduling patterns. The role of the triad of child, parent and teacher in the structure of programs will be underscored.

**EECP 3305 Strategies for Diagnosis/Assessment/Evaluation of Typical and Atypical Children III/3 sem. hrs.** Students in this course will explore the assessment process, including transdisciplinary assessment teams and provisions for appropriate information gathering techniques--in preschool/school settings. Emphasis will be directed to the role of technology in testing, record maintenance and composition of IEP/IFPS's in the field.

**EECP 3401 Management Strategies in Early Childhood of Typical and Atypical Children III/3 sem. hrs.** Students in this course will examine appropriate, developmentally sensitive strategies for managing behavior in typical and atypical children. Proactive strategies and performing functional analysis of behavior will be addressed. Behavior reduction programs and crisis management will be discussed.

**EECP 3402 Instructional Technology for Pre-K/Primary Settings/3 sem. hrs.** Students in this course will cover the spectrum of conceptual understanding for the use of technology in early childhood education as well as the technical skills for computer operation in prekindergarten/primary classroom environment. This course is intended for students in teaching preparation programs and teachers who wish to acquire the skills and knowledge necessary for the successful integration of technology into typical/atypical pre-kindergarten/primary settings for learning and administrative purposes.

**EECP 3403 Discovery and Exploration of the Physical World Through Science and Mathematics/3 sem. hrs.** Students in this course will utilize an assessment approach to individualized math and science programs which will assist preschool and primary school children in constructing fundamental concepts through developmentally appropriate activities.

**EECP 3404 Emergent Literacy and the Creative Arts/3 sem. hrs.** Students in this course will explore meaningful parent involvement in school programs and school resources that contribute to the child's success in school care. Emphasis will be placed on effective communication and partnership approaches with parents.

## **ELEMENTARY EDUCATION (ELEM)**

**ELEM 1100 Introduction to Early Childhood Education I/3 sem. hrs.** Meeting the physical and intellectual needs of the preschool child. Characteristics of the learning environment conducive to safety and good health, as spelled out in state and local licensing procedures and rules for healthful living; a program to foster the growth of physical, affective, and cognitive competencies in the preschool child.

**ELEM 1110 Introduction to Early Childhood Education II/3 sem. hrs.** Fostering language growth and the development of a health self-concept. Stages in language development and implementation to ensure optimum growth for the individual child. Identification of the children's strengths and their potential contributions to their positive self-image.

**ELEM 1120 Introduction to Early Childhood III/3 sem. hrs.** Promoting development through management skills and parent/community involvement. The child as a member of his school, home, and play groups; principles of good management that contribute to an orderly, productive classroom setting; establishing mutual respect in teacher/parent relationships and an effective reporting procedure of a child's progress; teacher/staff relationships that ensure a commitment to the goals of the center.

**ELEM 3110 Teaching Social Studies in Elementary Schools/3 sem. hrs.** Study of content, including conservation of natural resources, methodology, program development, appropriate activities, and evaluative techniques for elementary social studies.

**ELEM 3120 Teaching Science in Elementary Schools/3 sem. hrs.** Content and methods for teaching science in the elementary school; "hands-on" approaches, resources, material, and ideas drawn from the student's experiences will all be discussed. **Prerequisite:** PHY 1010 or equivalent.

**ELEM 3130 Teaching Music in Elementary School/3 sem. hrs.** Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the elementary school curriculum.

**ELEM 3140 Teaching Art in Elementary School/3 sem. hrs.** Contents and methods of teaching art in the elementary school. Problems in the selection of materials and the evaluation of activities, as well as ideas and art projects will be included.

**ELEM 3150 Health and Physical Education in Elementary School/3 sem. hrs.** The curriculum, content, and methods in effective health education in the elementary school. Methods and materials for physical education.

**ELEM 3160 Teaching Mathematics in the Elementary School/3 sem. hrs.** This course encompasses modern trends in elementary mathematics based upon the National Council of Teachers of Mathematics' guidelines. Problem solving strategies, class organization, and concrete manipulatives. Computer applications for each major concept are also explored. **Prerequisites:** MATH 1030 and MATH 1330.



**ELEM 3180 Teaching Language Arts/3 sem. hrs.** Curriculum content, materials, and methods for teaching the language arts including, but not limited to, spelling, grammar, handwriting, composition, and children's literature.

**ELEM 3310 Reading Skills in Elementary School/3 sem. hrs.** An introduction to the teaching of reading in the elementary school; approaches to reading instruction; how to use a variety of approaches to the teaching of reading.

**ELEM 3320 Reading Evaluation/3 sem. hrs.** Diagnosing reading problems, prescribing a variety of methods to increase reading ability. evaluation of reading skills. **Prerequisites:** ELEM 3310.

**ELEM 3610 Special Methods of Early Childhood Education I/3 sem. hrs.** A study of various approaches to early childhood education.

**ELEM 3620 Special Methods of Early Childhood Education II/3 sem. hrs.** A study of the methods and materials in early childhood education with emphasis on the learning process. Kindergarten observation included in this course.

## **EXCEPTIONAL STUDENT EDUCATION (ESED)**

**ESED 4060 Foundations of Mental Handicaps/3 sem. hrs. (EDUC 406)** A study of the nature and needs of educable, trainable, and profoundly mentally handicapped students ranging from kindergarten through high school. Topics include etiology, medical aspects, and prevention. **Prerequisite:** ESED 4350.

**ESED 4070 Curriculum for Mentally Handicapped/3 sem. hrs. (EDUC 407)** Emphasis is on specialized curriculum needs of various levels and ages of mentally handicapped students. Topics include identification and application of effective practices, as well as recognition of trends and standards in the field. **Prerequisite:** ESED 4350.

**ESED 4080 Classroom Procedures for Mentally Handicapped/3 sem. hrs. (EDUC 408)** Instructional strategies for teaching mentally handicapped students are discussed. The development, implementation, and evaluation of individualized educational plans are stressed. Special approaches to teaching functional skills, developmental programming, and data-based management to students ranging in age from kindergarten through high school are also discussed. **Prerequisite:** ESED 4350.

**ESED 4200 Foundations of Emotional Handicaps/3 sem. hrs. (EDUC 420)** Information about the nature and needs of the emotionally handicapped with emphasis on etiology, prevention, intervention, and utilization of community services. **Prerequisite:** ESED 4350.

**ESED 4290 Educational Programming for the Emotionally Handicapped/3 sem. hrs. (EDUC 429)** Instructional strategies for teaching emotionally handicapped students ranging in age from kindergarten to grade 12 will be discussed. Instructional techniques and motivational strategies, as well as development, implementation, and evaluation of individualized educational plans and data-based management will be stressed. **Prerequisite:** ESED 4350.

**ESED 4300 Classroom Management of the Emotionally Handicapped/3 sem. hrs. (EDUC 430)** Behavior management techniques for use with emotionally handicapped students from kindergarten to grade 12 will be discussed. Application of theories, crisis intervention and prevention, legal considerations, and counseling skills will be stressed. **Prerequisite:** ESED 4350.

**ESED 4320 Precision Teaching/3 sem. hrs. (EDUC 432)** Specialized curriculum for emotionally handicapped students with emphasis on curriculum development and identification, evaluation, modification, and use of commercial materials and programs. **Prerequisite:** ESED 4350.

**ESED 4330 Foundations of Learning Disabilities/3 sem. hrs. (EDUC 433)** A study in concepts, research, and theories in specific learning disabilities. Topics include characteristics and classification of students and the continuum of services available. **Prerequisite:** ESED 4350.

**ESED 4350 Survey in the Education of Exceptional Children/3 sem. hrs. (EDUC 435)** Foundations of exceptional student education in which historical perspectives, student characteristics trends, and issues are discussed. Emphasis is also placed on addressing programmatic needs from infancy through adulthood.

**ESED 4360 Education of the Mildly Handicapped/3 sem. hrs.** This course is designed to provide training in the nature and needs of mildly handicapped students and curricular planning for emotionally handicapped, educable mentally handicapped, and specific learning disabled. **Prerequisite:** ESED 4350.

**ESED 4380 Educational Assessment of Exceptional Children/3 sem. hrs. (EDUC 438)** Assessment of exceptional students for instructional planning purposes is stressed. Topics include formal and informal evaluation techniques, as well as the interpretation, application, and communication of results. Emphasis is also placed on addressing programmatic needs from kindergarten through adulthood. **Prerequisite:** ESED 4350.

**ESED 4390 Curriculum for Learning Disabilities/3 sem. hrs. (EDUC 439)** A study of specialized curriculum and instructional materials for teaching students with specific learning disabilities will be emphasized. Topics include curriculum standards and resources for students ranging in age from kindergarten through grade 12. **Prerequisite:** ESED 4350.

**ESED 4400 Introduction to Language Development and Speech Disabilities/3 sem. hrs. (EDUC 440)** The study of language development and disorders, which includes the impact of language on learning and augmentative forms of communication. Individual needs and remediation concerns are addressed from early childhood to adulthood. **Prerequisite:** ESED 4350.

**ESED 4440 Materials and Methods for Learning Disabled Children/3 sem. hrs. (EDUC 444)** Instructional strategies for teaching students with specific learning disabilities will be stressed. Specialized approaches to teaching basic skills and adaptation of curriculum and materials for students ranging in age from kindergarten through grade 12 will be discussed. **Prerequisite:** ESED 4350.

**ESED 4500 The Gifted Student: Nature and Needs/3 sem. hrs. (EDUC 450)** A study of the characteristics of the gifted and talented, identification of procedures, and the utilization of assessed strengths and weaknesses to maximize educational and social growth.

**ESED 4510 Educational Procedures for the Gifted/3 sem. hrs. (EDUC 451)** A study of learning styles of the gifted and matching teaching strategies appropriate to their needs and interests with an attempt to parallel opportunities for cognitive and affective growth.

**ESED 4520 Educating Special Populations of Gifted Students/3 sem. hrs.** This course deals with educating special populations of gifted students such as minorities, underachievers, handicapped, economically disadvantaged, and highly gifted students. It includes student characteristics and programmatic adaptations.

**ESED 4530 Vocational/Functional Life Skills/3 sem. hrs. (EDUC 453)** Personal and social skills for exceptional students with an emphasis on employability skills, career awareness, and transition planning for adult living. Emphasis is also placed on teaching major competencies necessary from kindergarten to late adulthood for vocational and social needs. **Prerequisite:** ESED 4350.

**ESED 4540 Theory and Development of Creativity in Gifted Students/3 sem. hrs.** This course will provide an overview of theory, research, practical strategies, and resources on creativity, with an emphasis on classroom application for gifted students.

**ESED 4550 Guiding and Counseling the Gifted Student/3 sem. hrs. (EDUC 455)** A study of basic counseling techniques to help the classroom teacher guide the gifted student toward optimum academic and social growth. **Prerequisite:** ESED 4350.

**ESED 4580 Classroom Management of the Exceptional Student/3 sem. hrs. (EDUC 458)** Emphasis is placed on educational management of exceptional students and includes classroom organization and behavior management for students from kindergarten through high school. Consultation skills are also stressed. **Prerequisite:** ESED 4350.

## **FINANCE (FINC)**

**FINC 1000 Academy of Finance/3 sem. hrs.** A series of five courses given by the Broward County School Board to juniors and seniors in high school.

**FINC 2030 Financial and Accounting Management in Health Care/3 sem. hrs. (HCS 403)** Using accounting information to make managerial decisions. Topics include third-party payers, volume forecasting, budgeting procedures, and rate-setting techniques. Offered in HCS only.

**FINC 2130 Personal Finance/3 sem. hrs. (FIN 101)** Survey of personal financial strategy. Provides guidelines in many areas including borrowing money, investments, insurance, home ownership taxes, and consumer rights.

**FINC 3010 Corporation Finance/3 sem. hrs. (FIN 211)** Financial management as it applies to organizations. Ratio analysis, leverage, cash budgeting, capital structure, and other concepts of financial management applied to business organizations. **Prerequisite:** ACCT 2050.

**FINC 3110 Financial Management/3 sem. hrs.** A continuation and expansion of Corporation Finance. Present value analysis, rate of return, and other techniques used in the evaluation of investment alternatives. **Prerequisite:** FINC 3010.

**FINC 3150 Banking and Financial Institutions/3 sem. hrs.** Nature of the operation in commercial banks, savings and loan associations, and savings banks. Structure and function of the loan, mortgage, bond, investment, trust, marketing, audit, and other departments within the institutions. Impact of federal and state agencies and their regulations upon these institutions.

**FINC 4110 Principles of Investments/3 sem. hrs. (FIN 331)** Investment management is emphasized including financial statements and portfolio management. How to analyze financial statements, use rating services such as Moody's and Standard and Poor's, and compare growth and income investments. **Prerequisite:** ECON 2010.

**FINC 4550 International Finance and Banking/3 sem. hrs.** International monetary systems, foreign exchange markets, exchange rates, international financial institutions, capital markets. **Prerequisite:** FINC 3010.

**FINC 4910-4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in finance that are not included in regular course offerings. Specific contents and prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

## **GEOGRAPHY (GEOG)**

**GEOG 2050 Survey of Geography/3 sem. hrs.** Study of geographic characteristics, area relationships, and major regional problems, and their impact on the Western world. Study of physical, human, economic, and political resources.

**GEOG 2260 Conservation of Natural Resources/3 sem. hrs. (SSI 426)** Study of the natural resources within the framework of the man-environment system. Included are problems relating to pollution, populations, technology, growth, conservation of the environment, and developmental planning as they relate to the various geographic areas of the Western world and the non-Western world.

**GEOG 2280 Introduction to Oenology: The World of Wines/3 sem. hrs.** Study of major wine regions of the Western world. Examines fundamentals of wine history, vine cultivation, and wine production. Course will teach students about the varieties of wines from different wine regions and will provide students with guidelines for selecting and enjoying wines for various occasions. **Prerequisite:** legal drinking age.

**GEOG 2910-2990 Special Topics/3 sem. hrs.** Topics in geography that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering differing content.

## **GEOG 4910-4980 Advanced Special Topics/**

**3 sem. hrs.** Advanced topics in geography that are not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

## **HISTORY (HIST)**

**HIST 1030 American History to 1865/3 sem. hrs.** American history from its colonial origins through the Civil War. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

**HIST 1040 American History Since 1865/3 sem. hrs.** American history from Reconstruction to the present. Special emphasis is given to analyzing and evaluating the major forces and ideas that have shaped American political, social, and economic life.

**\* HIST 2050 The American Experience/3 sem. hrs.** An examination of several of the key structures and ideas that have shaped the development of the United States as a particular political, social, and cultural entity.

**HIST 2090 Early Western Society/3 sem. hrs.** A historical study of the major political, social, economic, philosophical, and religious movements shaping Western society in the period preceding the rise of modern states.

**\* HIST 2100 Roots of Western Society/3 sem. hrs.** A historical examination of Western society prior to the rise of modern nations emphasizing such interdisciplinary subjects as politics, social order, economics, and the religious and philosophical ideas that have created the Western heritage.

**HIST 2110 Modern Western Society/3 sem. hrs.** A historical examination of modern western society since the rise of modern nations emphasizing political, social, and economic movements, and the religious and philosophical ideas that have shaped its development.

**HIST 2130 The Formation of Latin America/3 sem. hrs.** Ancient America to the Mexican Revolution: an interdisciplinary study of ancient American and Latin American systems and societies. The course examines ways in which essential elements of indigenous cultures have had an impact on the development of Latin American political, social, and economic institutions; the impact of Iberian history and socio-economic systems upon the discovery, colonization, and development of American nations; the legacy of Spanish and Portuguese colonialism to emerging Latin American states; and the major goals and consequences of 19th-century neo-colonialism. (Formerly LAC 213: Latin American and Caribbean Studies I)

**HIST 2140 Modern Latin America/3 sem. hrs.** The 20th and 21st Centuries: using Latin America and the Caribbean as a focal point, the course provides an interdisciplinary overview of contemporary American systems and societies and their place in a rapidly changing, increasingly interdependent world. Topics discussed will include the causes and goals of revolution in Latin America, Latin American debt and development, U.S.-Latin American relations, and a new hemispheric order for the 21st century. (formerly LAC 214: Latin American and Caribbean Studies II)

**HIST 2160 African Studies/3 sem. hrs.** African Traditions and the Challenge of Modern Development: an interdisciplinary overview of traditional African systems and societies and their impact upon the development of political, social, and economic institutions; the legacy of European colonialism to emerging African nations; the challenge of development in the 20th and 21st centuries. Formerly HIS 314.

**HIST 2250 The Pacific Rim/3 sem. hrs.** The Challenge of Development in Southeast Asia and Latin America: using selected Southeast Asian and Latin American nations as focal points, the course provides an interdisciplinary overview of systems and societies in two distinct regions of the world and their relationship to past and future development. The goal of this course is to establish in the student a hemispheric and global consciousness. Formerly HIS 325, Emerging Nations.

**HIST 3010 Constitutional History I/3 sem. hrs.** A study of the origin and development of the American constitutional system from the colonial period to 1870. The course will examine seminal decisions of the United States Supreme Court during this period in their political, social, and economic context. **Prerequisite:** LGST 2010.

**HIST 3020 Constitutional History II/3 sem. hrs.** Continuation of the study of the constitutional system of the United States. The course covers the period 1870 to the present with special emphasis on Supreme Court decisions in the areas of federal-state relations, individual liberties, and civil rights. **Prerequisite:** HIST 3010.

**HIST 3030 Studies in American History/3 sem. hrs.** A study of a specific period in American history, such as the Civil War and Reconstruction, the New Deal Era, the Vietnam War, or recent U.S. Diplomatic history. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students: HIST 2050.**

**HIST 3040 Studies in European and Non-Western History/3 sem. hrs.** A study of a specific period in European or non-Western history, such as Europe in the Twentieth Century, the Holocaust, or modern African History. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students: HIST 2100.**

**HIST 4900 Special Topics in History/3 sem. hrs.** Advanced studies in selected topics in history, such as the historiography of the Progressive Movement, interpretations of the American Revolution, the role of technology in the American Economy, or environmental history. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students: one 3000-level history course or instructor permission.**

## **HOSPITALITY MANAGEMENT (HMG T)**

**HMG T 3060 Hospitality and Business Law/3 sem. hrs.** An introduction to the legal aspect of managing a hospitality enterprise. Includes foundation of essential legal information for compliance with the law as operator and customer in the context of hospitality management.

**HMG T 3130 Human Resource Development/3 sem. hrs.** Emphasizes Human Resource development within the hospitality and tourism organizations. Contemporary theories and practices are analyzed within practical applications for hospitality/tourism management. Organizational development strategies are examined within the context of improving the effectiveness of corporations in the industry. **Prerequisite: HMG T 3110.**

**HMG T 3300 Food and Beverage Operations/3 sem. hrs.** Management of food and beverage operations is addressed. Emphasis is on front and back-of-the-house operations. Staffing and accounting principle guidelines will be discussed.

**HMG T 3310 Nutrition and Sanitation/3 sem. hrs.** Focus on issues of health-consciousness and food quality and safety. Retail restaurant food service trends, marketing, recipe development, and contemporary menu planning will be examined. Effective food handling techniques, methods for prevention of food-borne illnesses, and causes of food contamination are other topics studied.

**HMG T 3350 Volume Food Management/3 sem. hrs.** Covers both the history of and contemporary issues in the volume food industry, the various industries involved in volume feeding, and the types of services offered. Familiarizes students with processes, equipments, facilities, trends, opportunities, and challenges associated with this industry.

**HMG T 3450 Front Office and Housekeeping Operations/3 sem. hrs.** A foundation to the introduction of all front office procedures and back-of-the-house housekeeping operations. Front office operations emphasize procedures, reservations, registration, night audit, checkout and billing. Housekeeping operations emphasize motivating staff, ordering and inventory control of housekeeping products, hiring of staff and basic guest room cleaning procedures.

**HMGT 3520 Applied Research and Market Development/3 sem. hrs.** Research methodology in solving market development problems. Acquaints the student with questionnaire design, interview and observation techniques, hypothesis testing and basic descriptive and inferential statistics.

**HMGT 3820 The Tourism System/3 sem. hrs.** A base of general knowledge of tourism and entertainment. The interdisciplinary relationships of world tourism traffic flows, attractions, and entertainment events are explored in depth.

**HMGT 3830 Public Tourism and Cultural Events/3 sem. hrs.** Examines the art and science of celebration and the impact of special Tourism events on the community and culture. Students will develop a thorough understanding of the planning, promotion, and management of cultural events on worldwide and local community bases.

**HMGT 3860 The Cruise Attraction/3 sem. hrs.** Provides the student with a comprehensive foundation in the cruise travel industry. Cruise travel history and facts about major cruise lines and specialty yacht vacations are explored.

**HMGT 4020 Ethics in Hospitality Management/3 sem. hrs.** Examines managerial decision-making processes within hospitality organizations. Applications of basic philosophy, justice, and moral and social responsibilities to the management of corporations are emphasized. Ethical issues for review include workers' and consumers' rights, managerial responsibilities, community obligations, and social responsibilities. **Prerequisites:** HMGT 3110 and a law course (HMGT 3060 or HMGT 3180).

**HMGT 4060 Legal Aspects of Tourism Events/3 sem. hrs.** Introduces the student to areas of law specifically relevant to the cruise and tourism industry and the practical application of such laws. **Prerequisite:** HMGT 3060.

**HMGT 4310 Restaurant Management Seminar/3 sem. hrs.** Covers the scope of the restaurant industry, including types of restaurants and the consumer view of the restaurant experience. Aspects of menu planning, price, merchandising, marketing, and control will be discussed. **Prerequisites:** HMGT 3300 and permission of the instructor.

**HMGT 4350 Food and Beverage Purchasing/Control/3 sem. hrs.** Designed to provide the knowledge necessary to implement an F & B purchasing program and to improve or install appropriate F & B control systems in restaurants and medium-sized hotels. **Prerequisites:** HMGT 3300, MATH 1330.

**HMGT 4370 Food Facilities Design/3 sem. hrs.** Focuses on how conceptual plans and budget are transformed into a workable operational plan and how best to work with the design experts in the development of a new or renovated food service design project. **Prerequisite:** HMGT 3300

**HMGT 4840 Special Interests and Ecotourism/3 sem. hrs.** Contemporary issues in the development of sustainable tourism resources are examined. Social, political, and economic factors and their impact on the environment are primary topics of the course. **Prerequisite:** HMGT 3820.

**HMGT 4850 Theme Parks and Entertainment Attractions/3 sem. hrs.** Views the origin of theme parks and attractions and distinguishes between them. It reviews the relationship between attractions, hotels, restaurants, and community infrastructure. **Prerequisite:** HMGT 3820.



**HMGT 4980 Special Topics in Hospitality/Tourism/3 sem. hrs.** Students may register for a directed study designed to provide advanced students with the opportunity to pursue areas of major interest within the hospitality and tourism areas with the permission and under the guidance of a faculty member.

## **HUMANITIES (HUMN)**

**HUMN 2010 The Individual and Society/3 sem. hrs.** An interdisciplinary study of humanistic values and insights, focusing on the principal questions of the individual and his/her place in society. Drawing from thought in literature, drama, philosophy, and poetry, the course seeks to find the balance among the individual, his/her desires, and the requirements of society.

**HUMN 3510 The American Experience in Literature/3 sem. hrs.** Survey of American literature with emphasis on the growth of American thought as expressed in the writings of selected American authors. (Offered in the BPM and EDU programs only).

**HUMN 4900 Special Topics in the Humanities/3 sem. hrs.** Advanced studies in selected cross-disciplinary areas of the humanities, including such topics as comparative religion, death and dying or popular culture. Specific focus to be announced. May be repeated once for credit, if content changes and with departmental approval. **Prerequisite, except for Career Studies students: one 200-level PHIL, ARTS, LITR, or HIST course.**

**HUMN 4999 Senior Project/3 sem. hrs.** An internship with a professional organization related to the arts and humanities (such as an art museum, cultural center, library, literacy program, foundation, or governmental agencies) Each student will carry out a project of his/her own choice under close faculty supervision and submit a final written assignment. Specific focus to be announced. **Prerequisite, except for Career Studies students: senior standing.**

**INTN 3810 Internship I in Accounting**  
**INTN 3811 Internship I in Business**  
**INTN 3813 Internship I in Education**  
**INTN 3814 Internship I in Humanities**  
**INTN 3815 Internship I in Legal Studies**  
**INTN 3816 Internship I in Life Sciences**  
**INTN 3817 Internship I in Liberal Arts**  
**INTN 3818 Internship I in Ocean Studies**  
**INTN 3819 Internship I in Psychology**  
**1-3 sem. hrs.** A 10-20 hours a week nonpaying work experience in field. The position must be related to the student's academic program and referrals to such employers are coordinated by the NSU Career Resources Center and the Coordinator of Community Service. Each participating student will be assigned a faculty sponsor with whom a tutorial contract will be written outlining the academic work to be completed during the internship. Students must have an earned cumulative GPA of 2.5 or higher and completed a minimum of 36 academic credit hours.

**INTN 3810 Internship II in Accounting**  
**INTN 3811 Internship II in Business**  
**INTN 3813 Internship II in Education**  
**INTN 3814 Internship II in Humanities**  
**INTN 3815 Internship II in Legal Studies**  
**INTN 3816 Internship II in Life Sciences**  
**INTN 3817 Internship II in Liberal Arts**  
**INTN 3818 Internship II in Ocean Studies**  
**INTN 3819 Internship II in Psychology**  
**1-3 sem. hrs.** A 10-20 hours a week nonpaying work experience in field. The position must be related to the student's academic program and referrals to such employers are coordinated by the NSU Career Resources Center and the Coordinator of Community Service. Each participating student will be assigned a faculty sponsor with whom a tutorial contract will be written outlining the academic work to be completed during the internship. Students must have an earned cumulative GPA of 2.5 or higher and completed a minimum of 36 academic credit hours.



## **LANGUAGE AND COMPOSITION (LANG)**

**LANG 0800 Test Preparation: Reading/1 sem. hr.** This course is designed to develop and enhance the reading skills necessary to be successful on the CLAST examination.

**LANG 0850 Test Preparation: English/1 sem. hr.** This course is designed to develop and enhance the writing and English skills necessary to be successful on the CLAST examination. **Prerequisites:** LANG 1500 and LANG 2000.

**LANG 1000 Basic Writing/3 sem. hrs.** A review of basic writing skills emphasizing usage and organization based on reading and writing assignments. To prepare students for LANG 1500.

**LANG 1050 Study Skills Adjunct/1 sem. hr.** This course is designed to develop the learning and organizational skills necessary to be highly successful in the content area course to which the adjunct course is attached. Active participation offer the opportunity to improve overall academic performance by providing transferable skills and the support system necessary for overall college success.

**LANG 1210 Elementary Spanish I/3 sem. hrs.** Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. Introduction to Spanish culture.

**LANG 1220 Elementary Spanish II/3 sem. hrs.** Continuation of LANG 1210. Essentials of Spanish language with emphasis on grammar, vocabulary, writing, and oral skills. **Prerequisite:** LANG 1210 or equivalent.

**LANG 1230 Spanish Conversation I/3 sem. hrs.** For students who want to acquire survival skills in Spanish to help them communicate with Spanish speakers. May be taken in conjunction with LANG 1210 or LANG 1220.

**LANG 1240 Spanish Conversation II/3 sem. hrs.** Continuation of LANG 1230. Further development of basic conversational skills. May be taken in conjunction with LANG 1220 or LANG 1210.

**LANG 1500 College Writing I/3 sem. hrs.** A writing workshop with instruction in the principles and skills of argumentation and critical reading. Students will receive instruction in basic methods of research and documentation of sources and in computer use. Formerly LANG 1110. **Prerequisites:** Placement Examination or LANG 1000; Polaris computer account.

**LANG 2000 College Writing II/3 sem. hours.** A writing workshop with advanced instruction in argumentation as it applies in various professional settings. The course also includes additional instruction in critical reading, research writing. Formerly LANG 1120. **Prerequisites:** LANG 1500 and sophomore standing.

**LANG 2010 Public Communications/3 sem. hrs.** Training and practice in fundamentals of speech including methods of obtaining/organizing materials and presenting speeches effectively.

**LANG 2020 Theories of Argument and Debate/3 sem. hrs.** Students will exercise analytical and critical thinking skills in amassing valid evidence and in constructing and refuting an argument in a debate form.

**LANG 2030 Dramatic Interpretation/3 sem. hrs.** This course will enable students to practice the use of voice and gesture as they relate to stage dialogue. Excerpts from stage monologues, dramatic readings, actual participation in theatrical productions, and an introduction to modes of acting may be included.

**LANG 2150 Argumentative Writing for Business/3 sem. hrs.** A writing course designed to introduce the student to various argument strategies appropriate to the business environment. Particular attention will be paid to the relative value of inductive and deductive forms of argument as well as an understanding of the differing forms of argumentative fallacies. Practice in the use of various rhetorical devices to enhance and hasten agreement.

**LANG 2210 Intermediate Spanish I/3 sem. hrs.** Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. **Prerequisite:** LANG 1220 or equivalent.

**LANG 2220 Intermediate Spanish II/3 sem. hrs.** Continuation of LANG 2210. Readings in Spanish literature and culture. Study of Spanish idioms and syntax. Further development of oral and written Spanish. **Prerequisite:** LANG 2210 or equivalent.

**LANG 2230 Intermediate Spanish Conversation/3 sem. hrs.** For students with intermediate-level Spanish reading and writing competency who wish to increase their speaking and comprehension skills. May be taken with LANG 2220, LANG 3230, or LANG 3240.

**LANG 3000 Advanced College Writing/3 sem. hrs.** An advanced workshop and seminar course for students seeking to extend their command of exposition and argument and their mastery of prose style. Special emphasis given to writing in various professional situations. **Prerequisite:** LANG 2000. May be repeated once for credit with departmental approval.

**LANG 3020 Creative Writing: Poetry/3 sem. hrs.** An examination of the fundamentals of writing poetry; learning to use metrical language and seeking the universal in individual human experience. Students will read a wide variety of contemporary poems and will attempt to develop their own poetic language. **Prerequisite:** LANG 1500.

**LANG 3030 Creative Writing: Fiction/3 sem. hrs.** An examination of the fundamentals of writing fiction; learning to use the techniques and tools of the fiction writer. Students will read a variety of fictional works and will attempt to develop their own voices and narrative style.

**LANG 3110 Writing for the Professions/3 sem. hrs.** A survey of English composition skills and their applications to various writing assignments. The course emphasizes the selection and employment of appropriate styles for functional uses of written communication. Includes writing competency exam and research paper. **Prerequisite:** LANG 1500.

**LANG 3120 Public Communication for the Professions/3 sem. hrs.** Emphasis on public communication skills required of the person in business or other professions. Topics include public speaking, conference speaking, visual and audio aids, listening, and public interviews. **Prerequisite:** LANG 3110.

**LANG 3230 Advanced Spanish/3 sem. hrs.** Improvement of literacy and conversation skills. Includes a grammar review, oral and written drill, phonetic theory, and practice for speech refinement. **Prerequisite:** LANG 2220 or LANG 3240.

**LANG 3240 Introduction to Spanish Literature/3 sem. hrs.** Selected master works of Spanish and/or Latin American literature read in the original and critically analyzed in Spanish. **Prerequisite:** LANG 2220 or equivalent.

## **LATIN AMERICAN AND CARIBBEAN STUDIES (LACS)**

**LACS 3000 Special Topics in Latin American and Caribbean Studies/3 sem. hrs.** Topics in Latin American and Caribbean Studies not included in regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for special topics covering differing content.

**LACS 4850 Preparation for Field Study/3 sem. hrs.** Course consists of six preparatory seminars on the Farquhar Center campus and a two-week cultural/archaeological tour of the Maya heartland. Seminar topics and texts will prepare students for total immersion into rural Mexican life and thought and ancient and modern Mayan culture. This course is a necessary prerequisite for LAC 4860: Field Study in Latin America. Credit for LACS 4850 as a core course can be granted only upon completion of LACS 4860.

**LACS 4860 Field Study in Latin America/6 sem. hrs.** A field experience relating to selected topics in Latin American and Caribbean Studies. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll in Field Study experience covering different topics and cultures. **Prerequisite:** LACS 4850.

## **LEGAL ASSISTANT STUDIES (LEGS)**

**LEGS 1150 Introduction to Law and the Legal Profession/3 sem. hrs.** Topics will include the structure and decisional processes of the American legal system, sources of law, methods of dispute resolution, the roles of the attorney and the legal assistant, legal analysis, interviewing techniques, and ethics for legal assistants. **This course is not required for those students who have taken LGST 2010.** Also offered as LEGS 0015/Non Credit.

**LEGS 2210 Computer Applications for the Legal Profession/3 sem. hrs.** Theory and application of programs for computers that are used in the legal profession. Hands-on experience with microcomputers and specialized software utilized by the legal profession. **Prerequisite:** TECH 1110 or permission of the coordinator. Also offered as LEGS 0021.

**LEGS 2400 Business Relations and Organizations/3 sem. hrs.** Topics will include contracts (the essential elements, defenses to enforceability, third party beneficiaries, and assignments), the Uniform Commercial Code, sole proprietorships, general and limited partnerships, and corporations. **This course is not required for those students who have taken BUSS 2150 and BUSS 3160.** Also offered as LEGS 0040/Non Credit.

**LEGS 3050 Civil and Criminal Responsibility/3 sem. hrs.** Topics will include intentional torts, negligence, strict liability, products liability, defamation, defenses to torts, criminal intent, crimes against the person and property, and defenses to crimes. Also offered as LEGS 0005/Non Credit.

**LEGS 3100 Legal Research and Writing I/3 sem. hrs.** Students will study primary and secondary sources of law, obtain legal research and writing skills, learn how to use a law library, and obtain computer-assisted legal research training. **This course is not required for those students who have taken LGST 3300.** **Prerequisite:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0010/Non Credit.

**LEGS 3260 Real Estate Practice I/3 sem. hrs.** Topics will include interests in real property, contracts, deeds, mortgages and other encumbrances, mortgage foreclosures, title searches, title insurance, and leases. Students will prepare closing documents for a residential real estate transaction. **Prerequisite:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0026/Non Credit.

**LEGS 3300 Litigation and Procedure I/3 sem. hrs.** Topics will include evidence, the rules of civil procedure, discovery, jury selection, pre-trial work, and collection of judgments. Students will prepare pleadings and interrogatories for a lawsuit. **Prerequisite:** LEGS 2150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0030/Non Credit.

**LEGS 3360 Wills, Trusts, and Estates I/3 sem. hrs.** Topics will include intestacy, wills, trusts, living wills, will substitutes, probate, estate administration, and estate and gift taxes. Students will prepare wills and estate administration documents. **Prerequisite:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0036/Non Credit.

**LEGS 3550 Family Law/3 sem. hrs.** Topics will include prenuptial and postnuptial agreements, marriage, dissolution, equitable distribution, alimony, shared parental responsibility, child support, property settlement agreements, adoption, and paternity and juvenile law. Students will prepare petitions and other documents related to the foregoing topics. **Prerequisite:** LEGS 1150 or LGST 2010 or permission of coordinator. Also offered as LEGS 0050/Non Credit.

**LEGS 4060 Debtor and Creditor Relations /3 sem. hrs.** Topics will include the following: the Bankruptcy Process and alternative remedies; Secured Parties under the Uniform commercial code; Judgment Liens; Locating Debtors Property; enforcement of Judgments by way of Garnishment, Attachment and Replevin; and Exempt Property. **Prerequisite:** LEGS 1150 or LGST 2010 and LEGS 2400 and 3050 or permission of Coordinator.

**LEGS 4110 Legal Research and Writing II/3 sem. hrs.** This course will commence with a review of all basic primary and secondary sources. Florida research tools and special topical reference materials will also be covered. Advanced training in computer assisted legal research will be provided. Legal writing will be emphasized. There will be a variety of written work ranging from everyday correspondence to memoranda of law. **Prerequisite:** LEGS 1150 or LGST 2010 and LEGS 3100 or permission of coordinator.

**LEGS 4270 Real Estate Practice II/3 sem. hrs.** Topics will generally be chosen from among the following: Title Problems; Mortgage Foreclosures; Landlord-Tenant; Commercial Real Estate Transactions; Condominiums; Construction Liens; and Environmental Matters. **Prerequisite:** LEGS 1150 or LGST 2010 and LEGS 3260 or permission of the coordinator.

**LEGS 4310 Litigation and Procedure II/3 sem. hrs.** The following topics under the Florida Rules of Civil Procedure will be covered: Pleadings; Service of Process; Parties; Default; Dismissals; Discovery in all of its forms; the Trial Stage; Judgments; and Postjudgment Relief. Students will work on civil cases in several areas of law (e.g. domestic relations and personal injury) where they will apply many of the procedural rules that they have studied. **Prerequisite:** LEGS 1150 or LGST 2010 and LEGS 3300 or permission of the coordinator.

**LEGS 4370 Wills, Trusts and Estates II/3 sem. hrs.** Topics will generally be chosen from among the following: Probate Litigation; Mechanisms to Transfer Property; Will and Trust Drafting; Homestead; the Federal Estate and Gift Tax system; the Florida Estate Tax; and Preparation of Federal Estate and Gift Tax Returns. **Prerequisite:** LEGS 1150 or LGST 2010 and LEGS 3360 or permission of the coordinator.

**LEGS 4410 Corporate Regulation and Change/3 sem. hrs.** Topics will include the following: Capitalization; Debt and Equity Financing; Federal and State Securities Regulation; Mergers; Asset and Stock Acquisitions; Reorganizations; and Drafting Corporate Documents. **Prerequisite:** LEGS 1150 or LGST 2010 and LEGS 2400 or permission of coordinator.

**LEGS 4510 Specialty Course/3 sem. hrs.** The subjects covered by this course will generally be chosen from among the following: Administrative Law; Alternate Dispute Resolution; Employment Law; Health Law; Immigration Law; Insurance Law; International Law; and Patents, Trademark and Copyright Law. **Prerequisite:** LEGS 1150 or LGST 2010 or permission of coordinator.

**LEGS 4560 Elder Law/3 sem. hrs.** Topics will include the following: Incapacity; Types of Guardians; Guardianship Practice and Procedure; alternatives to Guardianships such as Durable Powers of Attorney, Trusts, Health Care Surrogates and Representative Payors; Government Benefits such as Social Security, Medicare and Medicaid; and Housing Options such as "Reverse Mortgages", Life Care Contracts, Adult congregate Living Facilities and Nursing Homes. **Prerequisite:** LEGS 1150 or LGST 2010 or permission of coordinator.

## **LEGAL STUDIES (LGST)**

**LGST 2010 Law in Action: Introduction to Legal Reasoning/3 sem. hrs.** An introduction to the structure and basic decisional processes of the American legal system. The course material examines the central issues and processes of the legal system from the perspective of their everyday working relationships and how courts work. **Prerequisite:** LANG 1500.

**LGST 2100 The Legal Profession/3 sem. hrs.** A study of the historical and social development of the legal profession in America from the colonial period to the present with emphasis on the structure of legal education, ethical standards, and the public policy role of lawyers.

**LGST 2400 Comparative Legal Systems/3 sem. hrs.** A study of the interrelationship between cultures and legal systems; how legal systems develop as a response to and expression of the cultures from which they derive.

**LGST 3000 Interdisciplinary Studies in Law/3 sem. hrs.** This course thematically explores interdisciplinary topics of law and society. The theme varies from term to term and may involve an exploration of one of the following relationships: children and the law, cultural minorities and the law, economic growth and the law, federalism and the law, judiciary and democracy, legal anthropology, popular culture and the law, psychology and the law, slavery and the law, and women and the law. Formerly: LGST 2600, LGST 2610, LGST 2620, LGST 2630, LGST 2640, LGST 2650, LGST 2660, LGST 2670, and LGST 2680.

**LGST 3260 Formation of American Private Law/3 sem. hrs.** An examination of the ways in which the law has acted to shape the everyday lives of Americans at different historical moments. In particular, it will emphasize the role that private law has had in shaping American culture and society and how private law interacted with changes in the public law to construct the formal contours of American life. **Prerequisite:** HIST 3020.

**LGST 3300 Legal Research & Writing/3 sem. hrs.** Students will learn basic primary and secondary resources and legal research skills. Book, on-line, cd-rom, and Internet resources will be covered. Two memoranda of law and law library research skill exercises will be required. **Prerequisite:** LGST 2010. Junior Standing Required.

**LGST 4050 Civil and Political Liberties/3 sem. hrs.** A survey of the philosophical basis and actual development of civil and political liberties in the United States. The course also examines the leading United States Supreme Court cases in the area. **Prerequisite:** HIST 3020.

**LGST 4260 Private Law and Modern American Thought/3 sem. hrs.** This course examines, in depth, one or more areas of private law, such as contracts, torts or corporations and considers them in the context of modern legal thought. The emphasis will be on twentieth-century America. **Prerequisite:** HIST 3020.

**LGST 4300 Mock Trial/3 sem. hrs.**

Students will learn basic trial presentation and strategy skills, including opening and closing arguments, cross and direct examination, jury selection and voir dire. This is a performance/skill course. Each student will be required to participate in both a civil and criminal mock trial. **Prerequisite:** LGST 3300. **Senior Standing Required.**

**LGST 4400 Special Readings in Legal Studies/3 sem. hrs.** This reading and discussion seminar examines selected topics in Legal Studies. Topics vary each semester. This course may be repeated once for credit, if content changes and with departmental approval. **Prerequisite:** Senior standing or departmental approval.

**LGST 4410 International Law/3 sem. hrs.** An introduction to basic legal principles governing relations between nations. Topics include recognition of states, jurisdiction, human rights, treaties and agreements, law of the sea, and claims against nations. **Prerequisite:** Junior/Senior standing or instructor approval.

**LGST 4450 Capstone Course in Legal Studies/3 sem. hrs.** Senior Research and Reading Project. Drawing together diverse themes from legal studies, this seminar will focus on important links within the triad of law, morals, and public policy. **Prerequisite:** HIST 3020.

**LITERATURE (LITR)**

**LITR 2010 British Literature/3 sem. hrs.** A survey of major literary movements and writers, from the *Beowulf* poet to the present. Formerly HUM 256 and HUM 257.

**LITR 2020 American Literature/3 sem. hrs.** (HUM 269, HUM 273) A survey of American literature from the Puritans to the present, emphasizing major authors and identifying themes common to different historical periods. Formerly HUM 269 and HUM 273.

**LITR 2030 World Literature/3 sem. hrs.** A survey of selected masterpieces by writers who have influenced the evolution of world culture, such as Homer, Dante, or Cervantes. Formerly HUM 272 and HUM 273.

**LITR 3010 Studies in British Literature/3 sem. hrs.** A study of a specific period in British literary history (e.g. the Middle Ages, the Renaissance, Romanticism, Modernism). Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2010.

**LITR 3020 Studies in American Literature/3 sem. hrs.** A study of a specific period in American literary history (e.g. the Puritans and Revolutionaries, Transcendentalists, 19th-century realists). Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2020.

**LITR 3030 Studies in World Literature/3 sem. hrs.** A study of a specific period in world literary history (e.g. the Classical era, Medieval period, the Renaissance, the Enlightenment, Romanticism, Modernism). Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2030.

**LITR 3040 Women and Literature/3 sem. hrs.** (WMS/HUM 306) Works will be studied to acquaint students with the rich and extensive contributions of women to the various literary genres (autobiography, poetry, fiction). **Prerequisite, except for Career Studies students:** LITR 2010, LITR 2020 or LITR 2030.



**LITR 3050 Area Studies in Literature/3 sem. hrs.** A study of the literature of a specific group or region, such as Celtic and Irish Literatures, Latin American and Caribbean Literature, or African-American Literature. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2010, LITR 2020 or LITR 2030.

**LITR 3610 Literary Genres/3 sem. hrs.** An introduction to major genres (poetry, drama, and the novel) through the reading of important works of various periods. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2010, LITR 2020 or LITR 2030.

**LITR 4060 Feminist Criticism and Theory/3 sem. hrs. (WMS/HUM 406)** This course introduces students to contemporary feminist literary criticism and theory from Simone de Beauvoir to the present. Students will also be introduced to post-structuralist theory (including deconstruction, psychoanalysis) and its role in shaping feminist criticism. **Prerequisite, except for Career Studies students:** LITR 2010, LITR 2020, or LITR 2030.

**LITR 4700 Major Authors/3 sem. hrs.** This course will examine the life and work of a single major author from a variety of critical perspectives. authors may include Chaucer, Shakespeare, Cervantes, Milton, Austen, Goethe, Byron, Hawthorne, James, Woolf, Joyce, or Proust. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2010, LITR 2020 or LITR 2030.

**LITR 4710 Legends and Motifs in Literature/3 sem. hrs.** This course explores a single legend or motif that has captured the imagination of authors from ancient Greece to the present. Such legends may include a single figure, such as King Arthur, Oedipus, Antigone, Don Juan, Faust or a character type, such as the vampire, the detective, the femme fatale. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** LITR 2010, LITR 2020, or LITR 2030.

**LITR 4900 Special Topics in Literature/3 sem. hrs.** Topics, which vary from year to year, may include a history of literary criticism, a study of literature in relation to a specific field (politics, law, science), an exploration of a particular form (travel literature, autobiography, etc.) or theme (literature and the city, literature and the self). Recommended for advanced students. Specific focus to be announced. May be repeated once for credit, if content changes and with Department approval. **Prerequisite, except for Career Studies students:** one 3000- or 4000-level course listed above.

## **MANAGEMENT (MGMT)**

**MGMT 1410 Personal Career Development/3 sem. hrs.** The process of career development applied to one's self-identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDUC 1410 and PSYC 1410.

**MGMT 2050 Principles of Management/3 sem. hrs. (BUSS 111, 205)** An overview of historical development of management theory, the distinct schools of management thought, the functions and processes of management, and the environment within which the modern manager operates.

**MGMT 2480 Industrial Psychology/3 sem. hrs.**(PSYC 297) Survey of Psychology as applied to work emphasizing a general knowledge of industrial/organizational psychology as well as its application to the solving of real world problems. Discussion of Personnel Decisions, Organizational Training, Organizations and Their Influence on Behavior. Job Satisfaction, Job Design and Organizational Development, Human Factors, and Environmental Stressors on Workers. Identical to PSYC 2480.

**MGMT 2510 Supervisory Skills/3 sem. hrs.** (BUSS 251) A study of the changing responsibilities of first-level supervisors. Topics include: quality management, multi-cultural diversity, dealing with unions, equal opportunity legislation, discipline procedures, and organizational ethics and politics.

**MGMT 2910-2990 Special Topics/3 sem. hrs.** Topics in management that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for special topics covering different content.

**MGMT 3020 Organizational Communication/3 sem. hrs.** Survey course of communication in organizations. Topics covered are formal and informal communication networks, communication roles, communication audits, and organizational barriers to effective communication. Skills-building emphasis.

**MGMT 3070 Stress Management/3 sem. hrs.** This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms. Identical to MGMT 4920 and PSYC 3070.

**MGMT 3200 Public Administration/3 sem. hrs.** The nature and scope of public administration: principles, societal protection, assistance to various groups, governmental proprietary enterprises, and regulation of business. Bureaucratic organization, administration, relationships, and policy making are also included. Prerequisite: MGMT 2050.

**MGMT 3210 Public Budgeting, Planning and Control/3 sem. hrs.** Fundamental concepts of budgeting with emphasis on process. Management uses of planning and controlling in business. Historical and standard costing, funds flow analysis, tax planning, and business decision rules. Essentials of risk management, long term financing of organizations. Analysis of appropriate methods of managing static risk, capital budgeting, mergers, and failures. Prerequisite: ACCT 2050.

**MGMT 3550 International Management/3 sem. hrs.** The context of international management, organization of multinational firms, cultural and environmental issues, organizational problems in international operations, planning and control, international financial management, international personnel management, relations with host governments, and comparative management. Prerequisites: BUSS 3550 and MGMT 2050.

**MGMT 3560 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in business and industry today and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to PSYC 3560.

**MGMT 3660 Management Information Systems/3 sem. hrs.** (BUS 300) Course offers a broad coverage of computer use, database management, and information system fundamentals for managers living in an increasingly complex information society.



**MGMT 3770 Production and Inventory Control/3 sem. hrs.** Analysis of production systems, materials flow networks, methods of control, and forecasting of market and resource activities. Examination of criteria for determining output, pricing (economic order quotients and capital cost), investment (capital budgeting), concept of profit centers, and cost functions.

**MGMT 3880 Operations Management/3 sem. hrs.** Management of operations within the manufacturing sector, control of production operations, maintenance of quality of output and techniques for planning, and scheduling manufacturing operations. **Prerequisite:** MGMT 3770.

**MGMT 4010 Health Care Organization and Administration/3 sem. hrs.** (HCS 401) An examination of health care organization in the U.S. from a systems perspective. Administrative implications of the various types of health care organization models. Offered in HCS only.

**MGMT 4020 Legal Aspects of Health Care Administration/3 sem. hrs.** (HCS 402) A study of legal liabilities and responsibilities of health care institutions and professionals; federal, state, and local statutes for provision and regulation of health services and facilities. Offered in HCS only.

**MGMT 4050 Organization Development and Change/3 sem. hrs.** Organizational Development (OD) is the process by which behavioral science knowledge and practices are used to help organizations achieve greater effectiveness. The end result is to improve the quality of work life and experience strategies for achieving change and development in organizations.

**MGMT 4150 Legal Environment of Management/3 sem. hrs.** A macro law course emphasizing public law and regulation of business. Examines relationships such as employer-employee, labor-management, debtor-creditor, and buyer-seller.

**MGMT 4160 Personnel Administration/3 sem. hrs.** (BUS 231, MGT 315) Modern personnel policies, techniques, and methods. The development of sound wage and salary structures; the development of valid standards of personnel selection and placement; the use of psychological testing; interviewing techniques. **Prerequisite:** MGMT 2050.

**MGMT 4170 Organization Behavior/3 sem. hrs.** (BUS 241, MGT 317) An overview of the informal, people-centered aspects of organization. Topics include motivation, leadership style, and various human relations-oriented theories. The interaction of the individual and the organization as a dynamic interplay that affects total organizational effectiveness. The role of effective communication in the organization. **Prerequisite:** MGMT 2050.

**MGMT 4200 Administrative Law/3 sem. hrs.** Introduces students to important legal issues involving administrative law and administrative process such as regulation, rule-making, adjudication, hearings, discretion, tort liability, and judicial review. Covers how administrative agencies are created, how they operate, and how they are controlled and reviewed.

**MGMT 4210 Issues in Public Policy/3 sem. hrs.** Description and analysis of issues in public policy. Case studies cover topics such as regulatory and redistributive public policies, policy evaluation, and the impact of politics on policy analysis. **Prerequisites:** MGMT 3200, MGMT 4200.

**MGMT 4250 Strategic Human Resource Management/3 sem. hrs.** (BUS 415, 425, 441) A capstone course in the behavioral management area that is in a seminar format. Topics to be covered are the HRM function in organizations, with specific emphasis on training, development, and career pathing of employees; stress management; and labor relations and negotiations. **Prerequisites:** MGMT 4160 and 4170.

**MGMT 4300 Managing Cultural Diversity/3 sem. hrs.** By the turn of the century, 70 percent of new hires will be women and minorities. This course prepares students to manage in the multicultural work place which is evolving all around us. Emphasis is on practical, experiential classroom activities designed to help students understand the range of cultural behaviors and expectations found in today's and tomorrow's work place. The goal is learning to manage a pluralistic work force in such a way as to maximize personal and corporate goals.

**MGMT 4450 Labor Relations and Negotiations/3 sem. hrs.** An examination of labor relations in depth covering collective bargaining, contract negotiation, contract administration, mediation, and arbitration. Includes an in-depth examination of labor legislation. **Prerequisite:** MGMT 4160.

**MGMT 4900 Business Communications/3 sem. hrs.** Study of strategy and implementation of effective written and oral business communications. Topics include persuasive messages, delivery of good news and bad news, sales letters, collection messages, design of business reports and oral presentations, use of visual aids, and effective memos. **Prerequisite:** LAN 1500.

**MGMT 4910-4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in management that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**MGMT 4990 Adv. Special Topics: Total Quality Management/3 sem. hrs.** This course examines the theory and practice of total quality management (TQM) as it currently is being applied in American organizations. Includes philosophy of quality gurus Demming, Juran, Crosby, and others and explores the key tenets of passion for customers, continuous process improvement, self-directed work teams, and building a quality culture. Quality tools are examined.

**MGMT 4016 Advanced Tutorial in Personnel Administration/0 sem. hrs.** Students registered for this course will complete advanced course work in Personnel Administration. The student will work independently with an assigned instructor. Students who complete both MGMT 315 and MGMT 4016 will be considered as having the equivalent of MGMT 416. **Prerequisite:** Completion of MGMT 3150 with a grade of A or B.

**MGMT 4017 Advanced Tutorial in Organization Behavior/0 sem. hrs.** Students registered for this course will complete advanced course work in Organization Behavior. The student will work independently with an assigned instructor. Students who complete both MGMT 3170 and MGMT 4017 will be considered as having the equivalent of MGMT 417. **Prerequisite:** Completion of MGMT 3170 with a grade of A or B.

## **MARKETING (MRKT)**

**MRKT 2110 Sales Management/3 sem. hrs.** Emphasizes sales force management. Topics include selection, training, compensation, motivation, and evaluation of sales personnel. Various sales strategies appropriate to different markets are covered.

**MRKT 2210 Retail Management/3 sem. hrs.** Establishing an effective marketing mix specific to the retail establishment. Basic concepts behind organizational structure, store location, personnel selection, merchandising, promotion, and service. Use of certain analytical tools to aid in establishing the appropriate mix.

**MRKT 2910-2990 Special Topics/3 sem. hrs.** Topics in marketing that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**MRKT 3050 Marketing Principles and Application/3 sem. hrs.** A focus on the marketing concept, and examination of a marketing oriented firm. Topics include consumer behavior, market analysis and the marketing mix. Students will produce a marketing plan.

**MRKT 3010 Channels of Distribution/3 sem. hrs.** The particular role of marketing channels in establishing an effective marketing mix. Physical distribution problems as well as the role of wholesalers, retailers, and the various types of specialized middlemen. **Prerequisite:** MRKT 3050.

**MRKT 3080 Cooperative Education (no credit)** Work placement for a period of 16-18 weeks. The placement will be directly related to the student's program of study.

**MRKT 3100 Marketing Services/3 sem. hrs.** This course undertakes an in-depth exploration of the marketing of services, highlighting the distinctions which exist in the marketing of intangibles. The managerial implications of these distinctions are explored, as well as strategies available to overcome the difficulties associated with the marketing of services versus the traditional product-related marketing. **Prerequisite:** MRKT 3050.

**MRKT 3210 Advertising and Sales/3 sem. hrs. (MKT 311, 483)** Introduces the basic principles and concepts of marketing communication. Focus is on the development/implementation of effective advertising campaigns and sales promotional plans for business on a local, regional, and national basis. **Prerequisite:** MRKT 3050.

**MRKT 3530 International Marketing/3 sem. hrs. (MKT 255, 492)** The scope of international marketing, the structure of multinational markets, foreign market research, international advertising and promotion, international distribution channels, international product policy, international pricing policy, and export/import management. **Prerequisites:** BUSS 3550 and MRKT 3050.

**MRKT 4210 Marketing Communication Strategies/3 sem. hrs.** The management of the total marketing communication function. Stresses development of objectives for the promotion mix and the planning and integration of these programs with other aspects of the marketing mix. **Prerequisite:** MRKT 3050.

**MRKT 4310 Consumer Behavior/3 sem. hrs.** The analysis of the effectiveness of various marketing strategies in terms of yielding the desired consumer responses. The push-versus-pull strategy, the selling approach versus the marketing approach, and other topics. **Prerequisites:** MGMT 4170 and MRKT 3050.

**MRKT 4350 Service Quality Management/3 sem. hrs.** This course develops a conceptual understanding of quality service marketing. It includes distinctive aspects of services, consumer behavior, services management and services research. **Prerequisite:** MRKT 3050.

**MRKT 4550 Export/Import Marketing/3 sem. hrs. (MKT 355)** Managing the export/import department; government regulations affecting imports; financing, insuring, transporting, and marketing of exported or imported raw materials and finished products; methods of purchasing foreign products and selling domestic goods abroad; joint marketing; licensing; distributor relations. **Prerequisite:** MRKT 3530.

**MRKT 4710 Marketing Strategy/3 sem. hrs.** The planning, organization, implementation, and control of marketing activities from the viewpoint of the marketing executive. Topics include strategic planning and policy formulation; the use of marketing research; test marketing of products; and intercompany coordination of pricing and promotion. **Prerequisite:** MRKT 3010.

**MRKT 4910-4980 Advanced Special Topics/3 sem. hrs. (MKT 331)** Advanced topics in marketing that are not included in the regular course offerings. Specific content and prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering different content.

**MRKT 2901 Special Topics - Customer Service Theory and Practices/3 sem. hrs.** Examination of customer service theory and practice. Methods to measure and enhance productivity of customer service representatives. Students will learn about customer service as a total organizational philosophy as well as examine techniques of motivating customer service workers and raising consumer satisfaction.

**MRKT 2902 Special Topics - Public Relations/3 sem. hrs.** Principles and practices of establishing and maintaining goodwill between a person or organization and the public. Methods of gaining publicity. Students will analyze and develop public relations strategies and campaigns using case studies.

**MRKT 4901 Advanced Special Topics - Customer Service Practicum:** The requirements of this experiential course can be met in one of two ways: (1) The student will have passed Nova-approved corporate training programs in customer service or (2) The student will complete a customer service project within his/her company under the supervision of a faculty member and a corporate sponsor.

**MRKT 4911 Advanced Special Topics - Marketing in the Hospitality Industry/3 sem. hrs.**

## **MATHEMATICS (MATH)**

**MATH 0800 Test Preparation: Mathematics/1 sem. hr.** This course is designed to develop and enhance the mathematics skills necessary to be successful on the CLAST examination. These skills are included in the following five broad areas: Arithmetic, Geometry and Measurement, Algebra, Statistics and Probability, and Logical Reasoning. **Prerequisites:** MATH 1000 and MATH 1330.

**MATH 1000 Essential Mathematics/3 sem. hrs.** This course is designed to provide a brief review of basic computational skills in fractions, decimals, and rational numbers. It expands into a comprehensive study of introductory algebra including: variable expressions, linear equations and inequalities, polynomials, exponents, radicals, factoring, and algebraic word problems. **Prerequisite:** placement examination required.

**MATH 1030 Intermediate Algebra I/3 sem. hrs.** The first course in a two-course sequence designed to provide students with a full range of algebra skills. This course is designed for students who have had some algebra. Topics covered include the real numbers, polynomials, linear equations and inequalities in one and two variables, functions, and systems of linear equations. **Prerequisite:** Placement examination satisfied or MATH 1000.

**MATH 1040 Intermediate Algebra II/3 sem. hrs.** The second course in a two-course sequence designed to provide students with a full range of algebra skills. This course includes the prerequisite skills for Pre-Calculus I. Topics include rational expressions and functions, roots, quadratic functions, exponents and logarithms, and conic sections. **Prerequisite:** Placement examination satisfied or MATH 1030.

**\* MATH 1100 Topics in Mathematics I/3 sem. hrs.** The first in a two-course sequence whose goal is to provide students a perspective on diverse areas of mathematics and their applications. Topics included are set theory, logic, number theory, applications of linear and quadratic equations of one variable, and solutions of systems of linear equations of two or three variables via substitution, addition, and matrix methods. There will be an emphasis on problem solving throughout the course. **Prerequisite:** placement examination requirements satisfied or MATH 1000.

**\* MATH 1150 Topics in Mathematics II/3 sem. hrs.** A continuation of MATH 1100 beginning with geometry, then network theory, trigonometry probability, and statistics. In addition, the sequence MATH 1100/MATH 1150 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MATH 1150 as possible. **Prerequisite:** MATH 1100.

**MATH 1200 College Algebra/3 sem. hrs.** This course is for students with a strong background in algebra. Students will study Fundamental Concepts of Algebra, Equations and Inequalities, Functions and Graphs, and Polynomial, Rational, Exponential and Logarithmic Functions. **Prerequisite:** placement examination requirements satisfied or MATH 1040.

**MATH 1250 Trigonometry/3 sem. hrs.** This course will complete the sequence of courses necessary to begin the study of calculus. A thorough study of trigonometric functions, analytic trigonometry, and numerous applications will be covered. **Prerequisite:** placement examination requirements satisfied or MATH 1200.

**MATH 1330 Mathematical Way of Thinking/3 sem. hrs.** (COR 133, 1018) An introduction to sets, logic, geometry, and probability and statistics. In addition, the sequence MATH 100/MATH 133 includes all CLAST objectives, and students needing CLAST are urged to register for it as soon after completing MATH 115 as possible. **Prerequisite:** placement examination requirements satisfied or MATH 1000.

**MATH 2100 Calculus I/4 sem. hrs.** Functions, limits, and derivatives of algebraic functions. Introduction to derivatives of trigonometric functions, logarithmic functions, application of derivatives to physics problems, related rates and maximum/minimum problems, and definite and indefinite integrals with applications. **Prerequisite:** MATH 1250.

**MATH 2200 Calculus II/4 sem. hrs.** Riemann sums, the definite integral, methods of integration, continuation of exponential, logarithmic functions, and inverse trigonometric functions. L'Hopital's rule and improper integrals. **Prerequisite:** MATH 2100.

**MATH 2400 Abstract Algebra/3 sem. hrs.** Designed primarily for secondary math education majors. Topics covered are sets and equivalence relations, mathematical induction including permutation groups, cyclic groups, homomorphism theorems, and factor groups. **Prerequisite:** departmental approval.

**MATH 3020 Applied Statistics/3 sem. hrs.** (BUSS 309, MATH 201, 202, MGMT 301, PSYC 301) Descriptive and inferential statistics relevant to applied research, data sets, frequency distributions, probability, sampling, estimating, hypothesis testing, chi-square and ANOVA, regression and correlation, and nonparametric measures. **Prerequisites:** MATH 1100 and MATH 1150 OR MATH 1330.

**MATH 3030 Applied Statistics II/3 sem. hrs.** Introductory aspects of inferential statistics and experimental design are covered. Course material includes hypothesis testing and estimation, analysis of variance, multiple comparison procedures, linear and multiple correlation and regression methods, chi-square tests, nonparametric techniques, and elementary design of experiments. Stress will be placed on interpreting studies that employ these techniques. **Prerequisite:** MATH 3020.

**MATH 3100 Differential Equations/3 sem. hrs.** Solving first-order ordinary differential equations, exact, separable, and linear. Applications to rates and mechanics and theory of higher-order linear differential equations. Methods of undetermined coefficients and variation of parameters, application to vibration, mass and electric circuits, and power series solutions. Partial differential equations and their application to electronics and electrical engineering problems. Solutions of initial boundary problems. Fourier series, Fourier transforms, inhomogeneous problems, and introduction to numerical methods. Laplace transforms. **Prerequisite:** MATH 2200.

**MATH 3250 Euclidean Geometry/3 sem. hrs.** Plane Euclidean geometry starts with a vocabulary of terms, definitions, and postulates, then works its way into direct and indirect proofs, and then finishes with similar figures, triangles, circles, and areas. The study of coordinate, solid, and non-Euclidean geometries will be left as an option (directed study) to the interested individual student. **Prerequisite:** MATH 1200.

**MATH 3300 Introductory Linear Algebra/3 sem. hrs.** Designed primarily for secondary math education majors, but is also appropriate for any student seeking a first course in linear algebra. The focus of the course is on matrix theory and its applications. **Prerequisite:** MATH 2200 or departmental approval.

**MATH 3350 Number Theory/3 sem. hrs.** Designed primarily for secondary math education majors. Topics covered divisibility, theory of primes, numerical functions, and congruence classes. **Prerequisite:** MATH 2200 and MATH 3250.

**MATH 3900 History of Mathematics/3 sem. hrs.** Designed primarily for secondary math education majors. Covers from the early development in mathematics to current thinking. Students will gain the perspective that mathematics is the cumulative creation of many people over time. **Prerequisites:** MATH 2200, MATH 3250 and MATH 3350.

**MATH 4050 Advanced Calculus I/3 sem. hrs.** Begins with analytic geometry and vectors in several dimensions and continues with partial differentiation of functions of several variables and its applications, including linear programming, multipliers, and linear regression. Finally, double and triple integrals and their applications are also covered. **Prerequisite:** MATH 2200.

**MATH 4060 Advanced Calculus II/3 sem. hrs.** Begins with a study of vector functions of one variable and their applications and continues with vector fields including line and surface integrals. The major theorems of vector calculus, including the divergence theorem, Green's Theorem, and Stoke's Theorem, are also covered. **Prerequisite:** MATH 4050.

**MATH 4500 Probability and Statistics/3 sem. hrs.** Probability function, random events, expectation, conditional probability distribution functions, and foundations of statistics. **Prerequisite:** MATH 2200.

## OCEANOGRAPHY (OCES)

**OCES 2500 Introductory Oceanography/Lab/4 sem. hrs. (OCE 350)** Study of the physical and life sciences as they apply to the ocean. Oceanographic sampling and laboratory analysis techniques are covered.



**OCES 4490 Research Methods/3 sem. hrs.** The course will present a broad theoretical outline for the design and implementation of research projects. Topics to be covered include problem definition, principles of design, sampling, measurement concepts, and research proposal preparation. Although this is not a course in statistics, a brief overview of univariate and bivariate statistics will be presented. The course will also cover the presentation of results, including graphics. It is assumed that the student will have some background in basic statistics and has some familiarity with computers.

**OCES 4500 Directed Research Project I/1 sem. hrs.** Initiation of laboratory or field research in marine biology/ecology in consultation with an adviser.

**OCES 4510 Directed Research Project II/1 sem. hrs.** Continuation of laboratory or field research in marine biology/ecology. **Prerequisite:** OCES 4500.

**OCES 4520 Directed Research Project III/1 sem. hrs.** Completion of laboratory or field research in marine biology/ecology, culminating with a thesis. **Prerequisite:** OCES 4500.

## **PHILOSOPHY (PHIL)**

**PHIL 1300 Critical Thinking/3 sem. hrs.** A study of the basic conceptual tools needed to recognize, formulate, and evaluate arguments. Designed for the student who wishes to reason more effectively and critically. Formerly HUMN 231.

**PHIL 2300 Philosophical Issues/3 sem. hrs. (HUM/HUMN 230)** A study of the basic problems, methods and chief types of philosophy. Consideration will be given to the relation of philosophy to other forms of inquiry.

**PHIL 3180 Biomedical Ethics/3 sem. hrs. (HUM/HUMN 318)** Application of ethical theory to issues in medicine and the life sciences. The course may include such topics as abortion, euthanasia, allocation of resources, genetic engineering, and the patient-professional relationship.

**PHIL 3210 Ethics/3 sem. hrs. (HUM/HUMN 321)** A philosophical examination of major problems in ethics, including such questions as: what makes an act morally right or wrong; what is the relation of fact to value; what things are intrinsically valuable? Other topics include moral responsibility; the good life; and contemporary moral issues such as abortion, euthanasia, racial discrimination, pornography, and animal rights.

**PHIL 3220 Philosophy of Science/3 sem. hrs. (HUM/HUMN 322)** A study of the conceptual foundations of modern science. The course focuses on the philosophical analysis of scientific method and its basic concepts and assumptions.

**PHIL 3330 History of Political Thought I/3 sem. hrs. (HIST/HUMN/LGST/POL 333).** A study of the classic works of political philosophy from the ancients through the early modern period (e.g., Plato, Aristotle, Augustine, Aquinas, Machiavelli).

**PHIL 3340 History of Political Thought II/3 sem. hrs. (HIST/HUMN/LGST/POL 334)** A study of the classic works of political philosophy from the early modern period through the present (e.g. Hobbes, Locke, Rousseau, Mill, Marx).

**PHIL 3660 Philosophy of Law/3 sem. hrs. (HUMN/LGST 366)** A critical examination of basic analytic and normative questions pertaining to law. The course may include such topics as the nature of law, law and morality, legal responsibility, civil disobedience, and the justification of punishment.

**PHIL 4900 Special Topics in Philosophy/3 sem. hrs.** A careful and critical study of one or more of the outstanding works in philosophy and/or an in-depth study of one philosophical issue. This course may be repeated once for credit if content changes. Departmental approval required. **Prerequisite,** except for Career Studies students: PHIL 1300 or permission of instructor.

## PHYSICAL SCIENCES (PHYS)

**PHYS 1020 Concepts in Physical Science/3 sem. hrs.** (COR 131, SCI 2018) Interactions of the geosphere, hydrosphere and atmosphere are used as a means of exploring basic concepts in physical science. Emphasis is on scientific processes and skills with an equal mix of field experiences, readings, and class participation. **Prerequisite:** MATH 1030 or MATH 1330.

**PHYS 1040 Environmental Studies/3 sem. hrs.** Overview of environmental science that integrates social, economic, technical, and political issues. Problems of ecological disruptions, growth of human populations, land use, energy, water supply, food supplies, pesticides, and pollution are covered. Identical to BIOL 1040.

**PHYS 1060 Introduction to Oceanography/3 sem. hrs.** Examination of the physical, chemical, biological, and geological properties of the world ocean. The interdisciplinary approach will introduce concepts important in understanding the development and current status of oceanographic research for the nonscience major.

**PHYS 2050 Physical Geology/Lab/4 sem. hrs.** Study of the earth, its materials, surface, and interior features and processes of formation and change. Includes laboratory sessions.

**PHYS 2150 Historical Geology/Lab/4 sem. hrs.** Study of the earth's history through geologic time; its major geologic periods, formations, and evolution as evidenced through the fossil record. **Course Prerequisites:** BIOL 1500, BIOL 1510.

**PHYS 2350 Applied Physics I/Lab/4 sem. hrs.** First of a two-part series covering mechanics, thermodynamics, vibrations, and waves. Includes laboratory sessions. **Prerequisite:** MATH 1250.

**PHYS 2360 Applied Physics II/Lab/4 sem. hrs.** Second of a two-part series covering electricity and magnetism, optics, and modern physics. Includes laboratory sessions. **Prerequisites:** MATH 1250.

**PHYS 2400 Physics I/Lab/4 sem. hrs.** Basic principles of mechanics including vectors, force, equilibrium, displacement, velocity, acceleration, MASS, Newton's Laws, work energy, gravitation, momentum, rotational motion, and mechanics of systems of particles and rigid bodies. Includes laboratory sessions. **Prerequisite:** MATH 2200.

**PHYS 2500 Physics II/Lab/4 sem. hrs.** Electrostatics, electric currents, electric fields and electric potential, AC and DC circuits, magnetic fields, capacitance, inductance, and electromagnetic waves. **Prerequisites:** MATH 2200 and PHYS 2400.

**PHYS 2910-2990 Special Topics/3 sem. hrs.** Topics in physical science that are not included in regular course offerings and may be taken without prerequisites. Specific content announced in the course schedule for given term. Students may reenroll for Special Topics covering differing content.

**PHYS 3010 Acoustics of Speech and Hearing/3 sem. hrs.** Introduction to the physics of sound and phonetics as related to speech communication.

## POLITICS AND PUBLIC AFFAIRS (POLS)

**POLS 1010 American Government and Politics/3 sem. hrs.** An introduction to the processes of the American national and local forms of government. Included are the nature and structure of government, its characteristics and functions, and the intimate relation of government to other interests.

**POLS 2010 Comparative Government/3 sem. hrs.** This course will examine the elements of foreign systems of governance including constitutions, history, ideologies, institutions and political parties. Attention will be given to how legislation is enacted, how elections are conducted, and the relationship between the judicial, executive and legislative branches of government.



**POLS 2900-3000 Special Topics in Political Science/3 sem. hrs.** Advanced topics in politics and public affairs that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may re-enroll for Special Topics covering differing content.

## **PSYCHOLOGY (PSYC)**

**PSYC 1020 Introduction to Psychology/3 sem. hrs.** (BES 1018, COR 111, PSYC 101, 111, 201) An introduction to theory, research, and applications in the field of psychology. Topics include biological bases of behavior, perception, motivation, learning and memory, psychological development, personality, social psychology, and the identification and treatment of mental illness.

**PSYC 1410 Personal Career Development/3 sem. hrs.** The process of career development applied to oneself: identifying vocational interests and aptitudes, obtaining information about occupations, gaining experience through practicums and cooperative education, and establishing career plans. Useful for students adjusting to the college role. Identical to EDUC 1410 and MGMT 1410.

**PSYC 1640 Current Perspectives in Substance Abuse/3 sem. hrs.** (PSYC 364) An overview of the major drugs of abuse in American society today. Includes health and legal issues related to substance abuse and resources available for the treatment of chemical dependency and other drug-related problems. Identical to BIOL 1640. Students may not receive credit for this course and for BIOL/PSYC 1650.

**PSYC 2110 Human Sexuality/3 sem. hrs.** (BES 350, PSYC 413) Anatomy/physiology of the human sexual system, human sexual response, the range of sexual behaviors, and sources of attitudes and beliefs about sexuality. Identical to BIOL 2110.

**PSYC 2130 Family Relationship Skills/3 sem. hrs.** (BES 305, SOC 231, 331) Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Coverage of both adult and parent-child relationships. Emphasis on communication, supportiveness, and contingency management. Experiential learning included. Identical to SOCL 2130. Prerequisite PSYC 1020 or SOCL 2020 or CORE 2450.

**PSYC 2350 Life-Span Human Development/3 sem. hrs.** This course is designed to provide the student with an understanding of systematic changes within the individual from conception through death. Unlike many studies of development, the course is structured around issues of development rather than examination of development from a chronological perspective. This structure will allow the student to more completely grasp life-span issues. Family, social roles, lifestyles, psychological disorders, mental abilities, and death and dying will be examined.

**PSYC 2360 Adolescent Psychology/3 sem. hrs.** This course will provide an overview of the principles, theories, and research pertaining to the development of the adolescent. Topics include physical, emotional, social intellectual, moral, and personality development, as well as the importance of the home, school, and community.

**PSYC 2370 Early Childhood Growth and Development/3 sem. hrs.** Students in this course will critically examine theories and research of the physical, cognitive, social-emotional and language acquisition in the typical and atypical child from birth to age eight. Emphasis is placed on the ability to observe and describe child behavior and to understand the principles and processes that govern growth and development in the early childhood years.

**PSYC 2380 Child and Adolescent Development/3 sem. hrs.** (EDU 338, PSY 201, 338) Aspects of growth and development during childhood and adolescence: physiological, cognitive, personality, and social. Prerequisite: PSYC 1020.

**PSYC 2390 Adulthood and Aging/3 sem. hrs.** (PSYC 202, 339) Developmental experiences of maturity. Physiological and psychological aspects of aging. **Prerequisite:** PSYC 1020.

**PSYC 2450 Forensic Psychology/3 sem. hrs.** (PSY 298) This course covers the interaction of psychology and the legal system. Students will learn how psychologists help courts make decisions about the competency of people to stand trial, about insanity, about sentencing, about committing people to psychiatric treatment against their will, about competency to manage one's own affairs, and about awarding money for psychological harm. Students will also explore the role of psychologists in finding serial killers, dealing with hostage takers, and rehabilitating criminals.

**PSYC 2460 Health Psychology/3 sem. hrs.** This course covers stressors and health, health behavior promotion, and psychological treatment for cancer, heart disease, and other medical disorders.

**PSYC 2470 Loss, Grief, and Bereavement/3 sem. hrs.** This course addresses the issues of loss accompanying the death of a loved one and the handling of grief for people of all ages. Sensitizes students to their own feelings about death, describes the rites of passage, and identifies methods of resolution for grief. This course will be beneficial to individuals in their own lives, as well as to those who will be involved in counseling.

**PSYC 2480 Industrial Psychology/3 sem. hrs.** Survey of Psychology as applied to work emphasizing a general knowledge of industrial/organizational psychology as well as its application to the solving of real world problems. Discussion of Personnel Decisions, Organizational Training, Organizations and Their Influence on Behavior. Job Satisfaction, Job Design and Organizational Development, Human Factors, and Environmental Stressors on Workers. Identical to MGMT 2480.

**PSYC 2500 Psychology of Leadership/3 sem. hrs.** This course covers the goals of leadership, the assessment of leader performance, leadership theories, leadership practices, principles of leadership in varying cultures and types of

organizations, and situational and personality influences on leadership. Students will apply leadership principles in natural settings.

**PSYC 2800 Introductory Practicum/1-6 sem. hrs.** An introductory field experience to broaden the student's education. Placement in a research setting, community agency, or human resource department. Report required. Supervision on site and by the Academic Division. **Prerequisites:** PSYC 1020 and prior written approval by the division director.

**PSYC 2910-2990 Special Topics/3 sem. hrs.** Topics in psychology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**PSYC 3000 Psychological Research Methods/3 sem. hrs.** (HSC 302, PSY 302) Research designs commonly used in psychology: observational, experimental, and quasi-experimental. Steps in doing research including use of the APA format for writing reports. **Prerequisites:** LANG 1120, MATH 3020 and PSYC 1020.

**PSYC 3030 Experimental Psychology (Laboratory)/3 sem. hrs.** Laboratory experience in various areas of experimental psychology. Covers experiments and reports on sensation and perception, motivation, learning and memory, and the measurement of ability and personality factors. **Prerequisite:** PSYC 1020.

**PSYC 3070 Stress Management/3 sem. hrs.** This course examines the process and complexities of stress management, its impact on the work place, and the overall quality of work life in an organization. Stressful events and conditions will be presented and analyzed from three perspectives: individual vulnerability to stressors, the environment in which that vulnerability is exposed to stressors, and the resulting behavioral symptoms. Identical to MGMT 4920 and MGMT 3070.

**PSYC 3110 Interpersonal Communication/3 sem. hrs.** Study of human communications, interpersonal relationships, and small group dynamics. Topics include verbal and nonverbal behavior, development of relationships and groups, and assertiveness and leadership. Experiential learning included.

**PSYC 3160 Issues in Social Psychology/3 sem. hrs.** Social determinants of individual behavior. Psychological issues of current social relevance such as attraction, propaganda and advertising, aggression and TV violence, prejudice, and conformity. Prerequisite: PSYC 1020 or CORE 1420.

**PSYC 3210 Personality/3 sem. hrs.** (PSYC 310) Survey of psychoanalytic, humanistic, cognitive, and behavioral theories of personality. Current issues and personality research. Prerequisite: PSYC 1020 or CORE 1420.

**PSYC 3260 Abnormal Psychology/3 sem. hrs.** (PSY 440) Diagnoses, causes, and prognoses for the various categories of psychological disorders. Case studies supplement and illustrate theory and research. Prerequisite: PSYC 1020.

**PSYC 3300 Behavior Modification/3 sem. hrs.** (PSY 441) Behavior modification techniques applied to diverse areas such as mild and severe behavior problems in children and adults, behavioral medicine, organizational behavior, sports psychology, and self-management. Prerequisite: PSYC 1020 or CORE 1420.

**PSYC 3360 Psychology of Women/3 sem. hrs.** Emphasis will be on the psychological and social factors influencing women's development and behavior. Women's identity, gender-related roles, cognitive styles, value systems, and relationship patterns will be explored.

**PSYC 3450 Introduction to Interviewing and Counseling Techniques/3 sem. hrs.** (PSY 202, 346) General principles of effective interviewing. Skills and techniques for achieving various interview goals, with an emphasis on counseling interviews and the establishment of helping relationships.

**PSYC 3500 Community Psychology/3 sem. hrs.** Prevention, recognition, and mobilization of individual and community resources for helping solve psychological problems. The role of psychologically trained change agents in the human services field. Prerequisite: PSYC 1020.

**PSYC 3510 Human Learning and Cognition/3 sem. hrs.** (PSY 320, 451) Theories and research concerning human learning and cognition. Covers conditioning, verbal learning, memory, and problem solving. Prerequisite: PSYC 1020 or CORE 1420.

**PSYC 3550 Substance Abuse and the Family/3 sem. hrs.** This course examines the family problems related to the abuse of alcohol and other psychoactive substances as well as changes in family functioning that accompany chemical dependency. You will gain an appreciation of the concept of substance abuse as a family illness and learn the roles of the family in the maintenance of the addiction and in the recovery process. Strategies for dealing with non-users within the family are also covered. Identical to SOCL 3550.

**PSYC 3560 Substance Abuse in Business and Industry/3 sem. hrs.** Scope and cost of alcohol and other drug-related problems in business and industry today, and the role of managers and supervisors in dealing with these problems. The formulation of company policies regarding substance abuse, effective educational and intervention programs, and strategies for implementing these. Identical to MGMT 3560.

**PSYC 3570 The Psychology and Physiology of Substance Abuse/3 sem. hrs.** Introduction to the Pharmacology and Physiology of alcohol and other drugs and the psychological effects of psychoactive drugs. Nature of addictions and of the disease concept, the signs and symptoms of substance abuse, diagnostic criteria for evaluating chemical dependency, the physical and psychiatric disorders related to substance abuse (including AIDS and dual diagnosis), and the stages of recovery from chemical dependency. Identical to BIOL 3570.

**PSYC 3580 Rehabilitation Strategies for Substance Abuse/3 sem. hrs.** Types of therapeutic approaches employed in the treatment of substance abuse problems and the types of facilities available for each treatment. Treatment planning and coordination and the application of specific treatment techniques. Structure, and the programs of Alcoholics Anonymous, as well as the approaches employed by several other mutual support programs. Ways in which the self-help groups and the professional community can work together to achieve common goals. Special needs of women, adolescents, and minorities within the rehabilitation process are covered.

**PSYC 3620 Drug Prevention and Education/3 sem. hrs.** Classification and identification of drugs, as well as the behavioral criteria for recognizing alcohol and drug abuse. Specific attention is paid to prevention, education, and intervention strategies within the home, the school, and the community. Methods for evaluating the effectiveness of these strategies are also examined. Identical to EDUC 3620.

**PSYC 3630 Professional Development in Substance Abuse/3 sem. hrs.** Personal and professional issues faced by the substance abuse counselor. Values and ethical considerations for the beginning counselor, as well as legal requirements for substance abuse treatment. Students will learn to recognize agents of change and resistance through personal experience in the classroom.

**PSYC 3710 History and Theories of Psychology/3 sem. hrs. (PSYC 471)** Exploration of the historical roots of psychology, and the bases and growth of psychology as a science. Examines the major historical and contemporary theories of psychology, with an emphasis on enduring issues. **Prerequisite:** PSYC 1020.

**PSYC 3760 Multicultural Issues in Psychology/3 sem. hrs.** Issues relevant to the field of psychology. Examinations of different cultural groups and their values as they pertain to the individual, the family, time, proxemics (personal and interpersonal space), communication styles, and the body language. Different cultural

world views will be explored as they pertain to locus of control, conception of mental illness, and attitude toward seeking psychological help.

**PSYC 3800 Current Psychotherapies/3 sem. hrs. (PSY 496)** This course is designed for the advanced undergraduate student. It is also intended for those in the field who desire a refresher course in counseling theory and practice. It is a comprehensive introduction into the most popular counseling theories and techniques presently in use. Format for the course includes lecture and discussion sessions, role playing, and audio and/or video tape critique sessions.

**PSYC 3910 Intermediate Special Topics/1-3 sem. hrs.** Topics in psychology that are not included in regular course offerings and may be taken without prerequisites. Specific content is announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**PSYC 4050 Psychological Tests and Measurements/3 sem. hrs. (PSY 340, 406)** Theory and use of psychological tests of ability and personality. Covers the selection, administration, scoring, and interpretation of psychological tests. **Prerequisites:** MATH 3020, PSYC 1020.

**PSYC 4100 Principles of Individual Counseling/3 sem. hrs.** This course covers the essential elements of individual counseling, with a specific focus upon substance abuse problems. Includes techniques for establishing rapport, overcoming client resistance, clarifying issues, problem solving, developing insights, and strengthening support systems. Experiential learning included.

**PSYC 4150 Principles of Group Counseling/3 sem. hrs.** This course covers the essential elements of group counseling, with a specific focus upon substance abuse problems. Includes group leadership styles, facilitation skills, group dynamics, the stages of group development, and techniques for dealing with specific problems that often occur in a group setting. Emphasis on experiential learning.

**PSYC 4200 Family Counseling/3 sem. hrs.** This course will cover the theoretical framework and methods of family counseling. Techniques to institute changes in behavior and communication within the family system will be examined. There will be emphasis on experiential learning, role-playing, and other in-class experiences. **Prerequisite:** PSYC 3450.

**PSYC 4600 Biological Bases of Behavior/3 sem. hrs. (PSY/BIO 461)** Genetic, neural, and endocrine bases of behavior. Neuroanatomy and chemical and electrical events in the nervous system. Sensory processes, motivation, emotion, and arousal. **Prerequisites:** BIOL 1020 or 1050, PSYC 1020. **Identical to** BIOL 4600.

**PSYC 4800 Practicum in Psychological Research/3 sem. hrs.** Experience in doing research under the supervision of the Academic Division. Reading the relevant research literature, running subjects, analyzing data, and writing an APA format report. **Prerequisites:** PSYC 3000 and prior written approval by the division director.

**PSYC 4810 Practicum in Community Psychology/3 sem. hrs.** Experience in applying psychological principles in a human services agency. Supervision on-site; weekly team meetings at the university. Written reports required. **Prerequisites:** PSYC 3110; one of the following: PSYC 3300, 3450, 3800; and prior written approval by the course instructor.

**PSYC 4830 Practicum in Substance Abuse Treatment/3 sem. hrs.** Experience in the application of knowledge concerning substance abuse treatment. Through placement in a treatment setting, students will gain practical experience in the substance abuse field. **Prerequisite:** completion of at least two courses within the substance abuse studies specialty and written consent of division director.

**PSYC 4840 Advanced Practicum in Psychology/3-6 sem. hrs.** Students will gain experience in a specialty area of psychology by working with teams of faculty members and graduate students. They will be able to observe and participate in both research and applied clinical work. To enroll in this practicum, students need junior or senior standing and written approval of the director of undergraduate Behavioral Sciences and approval of the director of any graduate program where the student may be placed. **Prerequisite:** PSYC 3000.

**PSYC 4880 Senior Seminar in Psychology/3 sem. hrs.** Students will have the opportunity to integrate information from a variety of specialties in psychology. Each seminar will have a focal theme that will allow students to gain new perspectives as well as apply knowledge from prior courses and experiences. To enroll in this course, students must have senior standing.

**PSYC 4910-4980 Advanced Special Topics/3 sem. hrs.** Advanced topics in psychology that are not included in regular course offerings. Specific content and possible prerequisites are announced in the course schedule for a given term. Students may reenroll for Special Topics covering different content.

**PSYC 4990 Independent Study in Psychology/1-12 sem. hrs.** The student selects, and carries out independently, library and/or empirical research. Faculty supervision is provided on an individual basis. **Prerequisite:** PSYC 3000 and written consent of instructor and division director.

## **COLLEGE READING (READ)**

**READ 1000 College Reading/3 sem. hrs.** Develops literal and critical reading strategies that an active reader needs in order to master college course work. Students will focus on vocabulary knowledge and improving literal, analytical, inferential, and critical reading skills.



## COMPUTER AND INFORMATION SCIENCES

**SCIS 1400 Discrete Mathematics/3 sem. hrs. (CCS 140)** An introduction to the concepts and techniques of discrete mathematical structures that are used in the theory and application of computer science. Topics covered include logic, set theory, relations, functions, recurrence relations, matrices, algebraic structures, and graph theory. **Prerequisite:** TECH 1110 and MATH 1030.

**SCIS 1600 Logic Design/3 sem. hrs. (CCS 160)** This course will give the students an introduction to the basic fundamentals and elements of logic design. The course covers the number theory, fundamentals of Boolean algebra, state diagrams, combinational and sequential circuits, and design techniques with logic array components.

**SCIS 1900 Computer Programming I/4 sem. hrs. (CCS 190)** An introduction to the principles of computer science by program development, knowledge representation, and problem solving. Extended Standard SCHEME is used to present the concepts and principles of programming in a NATURAL LANGUAGE form independent of any specific computer language. Concepts include first-class data structures, higher order functions, recursion, and algorithm design. **Prerequisite:** TECH 1110.

**SCIS 2150 Computer Programming II/4 sem. hrs. (CCS 210)** An advanced course in program development, knowledge representation, and problem solving with Extended Standard SCHEME using NATURAL LANGUAGE analysis. Programming techniques using patterns, combinations, and modularization are developed. Advanced concepts include strings, vectors, abstract data types, trees, lists, and matrices. I/O, file, search, and sort operations on data are implemented. Spreadsheet and database applications are developed. **Prerequisites:** SCIS 1400 and SCIS 1900.

**SCIS 2200 Business Oriented Language (COBOL)/4 sem. hrs. (CCS 220)** A study of the COBOL programming language with emphasis on business applications. Students apply a structured, multiphase program development process that features a series of steps involving understanding of problem, formal problem definition, design methodologies, program specification, breakdown, and files using COBOL. **Prerequisites:** SCIS 1400 and SCIS 2150.

**SCIS 2310 Advanced COBOL/3 sem. hrs. (CCS 221)** A study of advanced COBOL programming using structured techniques. Topics to be covered include table handling, sequential and indexed file processing, database access, editing, sorting, and the Report Writer. **Prerequisite:** SCIS 2200.

**SCIS 2410 Assemblers and Assembly Language Programming/4 sem. hrs. (CCS 240)** A detailed analysis of the operation of assemblers. Assembler features, assembly language programming, and macro facilities. Assembly language programs will be written as part of this course. **CO requisite:** SCIS 215 **Prerequisite:** SCIS 1400.

**SCIS 2600 C++ Programming Language/4 sem. hrs. (CCS 260)** An introduction to Object-Oriented programming using the C++ language. The design and implementation of programs using class libraries. Topics include data types, in line and overloaded functions and operators, class types and members, access and protection of members and friends, constructors and destructors, and streams. **Prerequisites:** SCIS 1400 and SCIS 2410.

**SCIS 3000 Introduction to Computer Graphics through Applications/3 sem. hrs.** This course explores the principles underlying computer graphics through the use of powerful computer graphics programs and accessible computer graphics programming languages. Tools to be used include Visual Basic, PostScript, HyperCard, Photoshop, Illustrator, TrueSpace, and graphical extensions to the Scheme programming language, as well as applications for such specialized tasks as ray tracing, morphing, and constructing fractal landscapes. **Prerequisites:** SCIS 1900.

**SCIS 3010 Organization of the Computer Environment/3 sem. hrs. (CCS 305)** Management of the computer environment, personnel, customer interface, budgeting, coordination, policy development, staffing, department interface, hardware and software selection planning, maintenance, and management. **Prerequisite:** SCIS 2150.

**SCIS 3060 Digital Design/3 sem. hrs. (CCS 306)** Register transfer-level design of digital computers, data transfer hardware, organization of the central processing unit, design of the controller, and a complete design example. **Prerequisites:** SCIS 1600 and SCIS 2410.

**SCIS 3080 Cooperative Education (no credit) (CCS 308)** Work placement for a period of 16-18 weeks. Placement will be directly related to the student's program of study.

**SCIS 3110 Foundations of Computer Science/4 sem. hrs. (CCS 315)** Included are the mechanization of abstraction in computer science, propositional logic and predicate logic, induction versus recursion, countable and non-countable sets, finite state automata and regular expressions, pushdown automata and context-free languages, Turing machines, decidability and computability, and computational complexity. **Prerequisites:** SCIS 1400 and SCIS 2600.

**SCIS 3200 Organization of Programming Language/3 sem. hrs. (CCS 320)** Development of an understanding of the organization of programming languages, introduction to formal study of programming language specification and analysis, comparison of two or more high-level modern programming languages. **Prerequisite:** SCIS 2600.

**SCIS 3250 Networks and Data Communication/3 sem. hrs. (CCS 325)** An introduction to basic computer-driven data communications. The protocols, services, interfaces, and platforms for the transmission of data on networks are investigated. The integration of homogeneous & heterogeneous networks is developed: bridges, routers, and gateways. The OSI architecture is defined. The topology of network architecture is covered and the details of connection and connection less service, dedicated and switched circuits, access, error detection and correction explained. **Prerequisite:** SCIS 2600.

**SCIS 3310 Advanced C++ and Object-Oriented Programming/4 sem. hrs. (CCS 330)** An advanced course in Object Oriented programming using C++. Includes advanced programming techniques of inheritance, virtual functions, polymorphism, and templates. The principles of reusability, composition, and aggregates are developed. Fundamental abstract data types such as stacks, queues, and forward and backward linked-lists are used for problem solving: **Prerequisites:** SCIS 1400 and SCIS 2600.

**SCIS 3400 Data Structures/4 sem. hrs. (CCS 340)** A course in fundamental data structures and their application in the context of C++. Advanced data structure concepts are developed including paged binary trees, B and B++ trees, hashing, directed graphs, matrices, set manipulation, and finite state machines. Quantitative analysis of algorithms are employed. Advanced sorts and string searches are developed for data manipulation and class libraries implemented for complicated heterogeneous data files like multimedia. Advanced concepts of abstraction with bags and polymorphism are investigated. **Prerequisites:** SCIS 1400 and SCIS 3310.

**SCIS 3420 Introduction to File Structures/3 sem. hrs. (CCS 342)** An introduction to the concepts and techniques of structuring data on bulk storage devices. File access techniques of structuring used on storage devices, and file input/output are covered. **Prerequisite:** SCIS 3400.

**SCIS 3530 Introduction to Artificial Intelligence/3 sem. hrs. (CCS 353)** Introduction to the basic concepts and techniques of AI and expert systems. Topics include logic, problem solving, knowledge representation methods, reasoning techniques, search strategies, and heuristic methods applied in AI and expert systems. Techniques for natural language processing, modeling, and pattern matching are developed. Symbolic languages like Scheme and Prolog are used. **Prerequisite:** SCIS 3400.

**SCIS 3610 Numerical Analysis/3 sem. hrs. (CCS 360)** An implementation course using C/C++ that devises methods for approximating solutions to mathematically expressed problems derived from physical phenomena. Topics include linear and non-linear systems of equations and producing solutions within specified tolerance for a sequence of algebraic and logical operations. **Prerequisites:** SCIS 1400, SCIS 3400, and MATH 1200.

**SCIS 3750 Software Engineering/4 sem. hrs. (CCS 375)** An introduction to the process of developing software systems. Software life-cycle models, quality factors, requirements analysis and specification, software design (functional design and object-oriented design), implementation, testing, management of large software projects. **Prerequisite:** SCIS 3310.

**SCIS 3810 Operating Systems Concepts/3 sem. hrs. (CCS 385)** Methods in the analysis and design of large-scale systems, including concepts of semaphores, processes, linear address space, resources allocation, protection, basic topics in operating system development. **Prerequisite:** SCIS 3310.

**SCIS 4010 Computer Security/3 sem. hrs. (CCS 364)** Issues of security, privacy, and control from the viewpoint of the computer user. Emphasis on procedures for protecting systems from unauthorized use, theft, vandalism, and natural disasters. Ethical issues in computer usage are covered. **Prerequisite:** SCIS 3400 and SCIS 3810.

**SCIS 4050 Computer Architecture/3 sem. hrs. (CCS 405)** A structured approach to the architecture of computers is covered as the interrelation of software and hardware design: logic level, machine level, operating system level, assembly language level. CISC/RISC and parallel architectures are introduced. **Prerequisite:** SCIS 3810.

**SCIS 4310 Distributed Data Processing/4 sem. hrs. (CCS 430)** Concepts and mechanisms in the design of distributed systems: process synchronization; reliability; distributed resource management; deadlock; and performance evaluation. Case studies of selected distributed systems are covered. **Prerequisite:** SCIS 3250 and SCIS 3400.

**SCIS 4350 Introduction to Robotics/3 sem. hrs. (CCS 435)** Principles and concepts of modern robots and automated systems are developed: robot's intelligence, drive methods, motion control, software and hardware support. **Prerequisite:** requires senior standing.

**SCIS 4530 Database Management/3 sem. hrs. (CCS 453)** Concepts and structures necessary to design and implement a database system, including logical and physical file organization and data organization techniques, data models, networks, data integrity and file security. Topics covered include logical and user's viewpoint, theoretical foundations, and physical system implementation. **Prerequisite:** SCIS 3400.

**SCIS 4600 Systems Programming/4 sem. hrs. (CCS 460)** A study of various system programming techniques, hardware-software interface, software-controlled hardware. A comparison of several existing computer systems will be made. **Prerequisite:** SCIS 2410 and SCIS 3400.

**SCIS 4610 Design and Analysis of Algorithms/3 sem. hrs. (CCS 460)** Topics include algorithmic paradigms such as divide-and-conquer, greedy methods, and concepts relating to analysis such as asymptotic notation and NP-completeness. Sorting and searching algorithms are designed and analyzed, as are algorithms for manipulating trees, graphs, and sets. **Prerequisite:** SCIS 3400.



**SCIS 4650 Interactive Computer Graphics/3 sem. hrs. (CCS 465)** An introduction to the principles of interactive computer graphics. Topics include fundamentals of raster graphics (scale-conversion, clipping, fill methods, and anti-aliasing), 2D and 3D transformations, projections, 3D modeling, hidden surface removal methods, ray tracing, and graphical user interfaces. The hardware of the graphic environment is defined and new development platforms for graphics in windows investigated. **Prerequisite:** SCIS 3400.

**SCIS 4710 Advanced Microcomputer Applications Interfacing/3 sem. hrs. (CCS 471)** This course will deal with the hands-on use of a microcomputer utilizing word processor, spreadsheet, database interfacing with programming languages, and introduction to decision support systems and expert systems. **Prerequisite:** requires senior standing and TECH 1110.

**SCIS 4800 Introduction to Compilers and Interpreters/3 sem. hrs. (CCS 480)** An introduction to compiler/interpreter design. Topics include lexical analysis, parsing, intermediate code, final code generation, optimization, and error recovery. **Prerequisite:** SCIS 3400.

**SCIS 4840 UNIX Operating System Environment/3 sem. hrs. (CCS 483)** The concepts of the UNIX operating system are presented. Topics include system commands, system editors, awk, sed, text formatting tools, and shell programming. The use of modem and terminal software and system maintenance utilities are covered as well as system calls in C, lex, yacc, ar, and make. **Prerequisite:** SCIS 2600.

**SCIS 4880 Special Topics in Computer Science/3 sem. hrs. (CCS 488)** Topics in computer science that are not included in regular course offerings. Specific contents is announced in the course schedule for a given term. **Prerequisites:** requires senior standing and consent of instructor.

**SCIS 4890 Special Topics in Computer Information Systems/3 sem. hrs. (CCS 488)** Topics in computer information systems that are not included in regular course offerings. Specific contents is announced in the course schedule for a given term. **Prerequisites:** requires senior standing or consent of instructor.

**SCIS 4900 Directed Project/3 - 8 sem. hrs. (CCS 490)** A major project will be completed by the student under the direction of a faculty member. **Prerequisite:** requires senior standing.

**SCIS 4960 Design Automation/3 sem. hrs. (CCS 496)** System design using automated tools such as MAGIC and SPICE. **Prerequisites:** CSEE 3050 and senior standing.

## **SECONDARY EDUCATION (SECE)**

**SECE 3110 Teaching Social Studies in Middle and Secondary School/3 sem. hrs.** Content and methods for teaching social studies in the secondary grades. Program development, appropriate activities, and evaluation techniques will be discussed. Development of teaching skills and analysis of materials, methods, and programs for teaching social studies in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3120 Teaching Science in Middle and Secondary School/3 sem. hrs.** Content and methods for teaching science in the secondary school: "hands-on" approaches, resources, material, and ideas drawn from the students' experiences will all be discussed. Development of teaching skills and analysis of materials, methods, and programs for teaching science in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3130 Teaching Music in Middle and Secondary School/3 sem. hrs.** Study of the fundamentals of music, contents of a music program, and special methods of teaching and using music in the secondary school curriculum. Development of teaching skills and analysis of materials, methods, and programs for teaching music in the secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3140 Teaching Art in Middle and Secondary School/3 sem. hrs.** Contents and methods of teaching art in the secondary school. Problems in the selection of materials and the evaluation of activities as well as ideas and art projects will be included. Development of teaching skills and analysis of materials, methods, and programs for teaching art in secondary schools. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3150 Health and Physical Education in Middle and Secondary School/3 sem. hrs.** Curriculum, content, and methods in effective health education in the secondary school. Methods and materials for physical education. Development of teaching skills and analysis of materials and methods in programs for teaching health and physical education in the secondary schools.

**SECE 3160 Teaching Mathematics in Middle and Secondary School/3 sem. hrs.** Content, materials, and methods for teaching mathematics in the secondary school. Development of teaching skills and analysis of materials, methods, and programs for teaching mathematics in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3200 Teaching Foreign Language in Middle and Secondary School/3 sem. hrs.** Content and methods of teaching foreign language in the secondary school. Language development and expression. Analysis of materials, methods, and programs for teaching foreign language in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3220 Teaching Business in Middle and Secondary School/3 sem. hrs.** Teaching business subjects in the secondary school. Methods and materials, program development, evaluation techniques, resources, and teaching principles will all be discussed. Reading skills necessary for the use of appropriate materials in this content area will be identified.

**SECE 3230 Teaching English in Middle and Secondary School/3 sem. hrs.** Content and methods of teaching English in the secondary school. Language development and expression. Development of teaching skills and analysis of materials, methods, and programs for teaching English in the secondary school. Reading skills necessary for the use of appropriate materials in this content area will be identified.

## **SERVICE LEARNING**

**SERV 2900-4999 Service-Learning Credit/1 sem. hr.** Each semester faculty members offer a number of one-credit courses, combining classroom instruction with community service. Specific offerings are listed in the course schedule. Depending on the project, the course may be applied toward the student's specialty. May be repeated. Instructor's approval required for registration.

## **SOCIOLOGY (SOCL)**

### **SOCL 1130 Family Systems/3 sem. hrs.**

Students in this course will be introduced to family systems theory and will be provided with a basic understanding of the field of family therapy as it applies to systems consultations with families and schools. A resource based approach to working with children and parents which highlights family strengths and attends to larger systems issues will be stressed.

### **SOCL 2020 Introduction to Sociology/3 sem. hrs. (BES 2018, SOC 101, 201)**

The nature and needs of man and society, groups and institutions, social processes, and social change. Special emphasis will be placed on American culture and the impact of technology on modern man.

### **SOCL 2130 Family Relationships/3 sem. hrs. (BES 305, SOC 231, 331)**

Contemporary patterns of marriage and family living. Approaches to effective living together in family units. Covers both adult and parent-child relationships. Emphasis on communication, supportiveness, contingency management. Experiential learning included. Identical to PSYC 2130. Prerequisite: SOCL 2020, or PSYC 1020 or CORE 2450.

### **SOCL 2500 Global Diversities: Issues and Perspectives/3 sem. hrs. (HIS 250)**

The course examines some of the increasingly complex and diverse issues confronting humanity. It looks at the broad, historical forces that are at work shaping the world of the 21st century and presents and analyzes a wide variety of ideologies and theories. Students are encouraged to view global issues from an international perspective, rather than from a purely American or Western point of view. They examine the great diversity of opinion that people hold on important global issues, such as population, natural resources, development, conflict and cooperation, and human rights and values. Formerly HIS 250.

### **SOCL 2510 Social Problems/3 sem. hrs.**

Focuses upon a number of contemporary social problems, analyzing causative factors and exploring alternative solutions. Examines the role of community services agencies in the amelioration of some of these problems. Identical to CMS 2510. Prerequisite is SOCL 2020 or CORE 2450.

### **SOCL 3020 Community Services Systems/3 sem. hrs. (HCS 302)**

An overview of community service institutions to assist the health care professional in meeting patients' needs. Discussion of professional issues related to community services. Offered only in HCS.

### **SOCL 3030 Transcultural Issues in Health Care/3 sem. hrs. (HCS 303)**

Concepts of the social sciences as they relate to the work of the health professional. Identification of economic, social, cultural, and environmental factors that affect health care. Offered only in HCS.

### **SOCL 3110 Women and Society: Cross-Cultural Perspectives/3 sem. hrs.**

A study to explore definitions of masculine and feminine in a crosscultural context, with an emphasis on the ways in which anthropology and science have begun to revise traditional concepts of sex roles and behavior.

### **SOCL 3240 Women in the Workforce/3 sem. hrs.**

This course will examine the concept of work and the historical and current role of women in the labor force from a comparative perspective, with special emphasis on the American experience. The objective of the course will be to provide a framework and methodology for understanding the role that gender has played in structuring both the work force and the work place through an analysis of some of the current key issues.

**SOCL 3550 Substance Abuse and the Family/3 sem. hrs.** This course examines the family problems related to the abuse of alcohol and other psychoactive substances, as well as changes in family functioning that accompany chemical dependency. You will gain an appreciation of the concept of substance abuse as a family illness and learn the roles of the family in the maintenance of the addiction and in the recovery process. Strategies for dealing with non-users within the family are also covered. Identical to PSYC 3550.

**SOCL 4030 Images of Women in Popular Culture/3 sem. hrs. (HUM 403)** This course examines the changing images of women in popular media other than literature, including film, music videos, television situation comedies, comic books; examples will be drawn from both past and contemporary sources. Readings will be assigned from a variety of feminists currently working in this area, in an effort to expose the influence of these images on mainstream America.

**SOCL 4100 Preparing for the Next Century/3 sem. hrs.** Current global changes which promise a vastly different Twenty-first century from the present one include interconnection of financial and stock markets; shrinkage of well-paying jobs in the private and public sections; widening gap between the poor and the rich; rapid changes in technology and communication; expansion of literacy, political participation and claim to human rights; and a universal revolution of rising expectations. This interdisciplinary course explores the social, political, economic and demographic implications of these global shifts.

## **INFORMATION TECHNOLOGY (TECH)**

**TECH 1110 Technology in the Information Age/3 sem. hrs. (COM 105, 1058, COR 134, CS 111, CAP 111)** Introduction to technology for the computer user in the information age. Principles of computer operation, word processing, spreadsheets, data base and telecommunications are covered. The impact of technology on society and related cultural issues will be addressed as a major theme during the course. Selected use of on-line communication, uploading, downloading, and electronic research. Hands-on experience with microcomputers, the Internet, and specialized software.

**TECH 2130 Business Applications of Microcomputers/3 sem. hrs. (CS 113, CAP 113, CAP 213)** Theory and applications of programs for microcomputers that are useful in the business environment. Accounting, database management, and information system management programs will be included. Computer laboratory course. **Prerequisites:** ACCT 2050, TECH 1110. Identical to BUSS 2130.

**TECH 2150 Introduction to Internet Resources/3 sem. hrs. (CAP 215)** Introduction to accessing resources on the Internet. History and overview of the Internet, and standard Internet protocols, i.e., TCP/IP. Accessing resources using e-mail, gopher, veronica, jughead, archie, WAIS and graphics-based 'WEB' browsers, e.g., MOSAIC, NETSCAPE. Overview of LYNX, and introduction to the Hypertext Markup Language (HTML), creating HTML documents and personal 'Home Pages.' Emphasis is on extensive use of Internet tools for accessing resources for all academic disciplines. **Prerequisite:** TECH 1110 or permission of department.

**TECH 3520 Emerging Technology in Education/3 sem. hrs.** Students examine and evaluate state of the art technology tools and developments that have the potential to enhance the curriculum and aid in administrative tasks. This would include existing tools and techniques to remain current in technology as it develops. Students research and explore practical solutions to existing and developing educational problems by utilizing technology. **Prerequisites:** EDUC 3510, TECH 2150.

**TECH 3530 Multimedia Authoring Systems for Educators/3 sem. hrs.** Students learn theories and interactive techniques to use Multimedia and Hypertext authoring packages as teachers to create presentations and/or lessons to enhance the curriculum in the various content areas. They learn how to utilize appropriate packages to teach their students how to create their own portfolios and/or presentations to enhance creativity and meet the expanding needs of the students in the 21st century. **Prerequisites:** EDUC 3510, TECH 2150.

**TECH 3750 Current Issues in Information Management/3 sem. hrs.** (CS 375, CAP 375) Computer topics of importance to the data processing business manager. Flow of data, distributed processing, decision support systems, and modeling. Emphasis is on information as a company resource and source information management practices.

**TECH 4050 Business Data Communication/3 sem. hrs.** Introduction to basic business data communications for managers. Protocols, services, interfaces and platforms for the transmission of data across local and wide area networks will be discussed. Emphasis will be on managerial decisions regarding topology, equipment, network design and software development. A "project management" approach will be utilized. Topics will include synchronous and asynchronous communication, bridges, routers, ISDN, ATM, and the OSI model. **Prerequisite:** TECH 1110.

**TECH 4510 Utilizing Technology to Develop Curriculum/3 sem. hrs.** Students explore the most current methodologies to utilize state of the art technology as tools within the curriculum to meet specific educational objectives in the content areas as well as enhancing delivery. In this hands-on class the students examine and analyze the issues and consequences of the explosion of information and how to implement it in thematic units to strengthen the delivery of the curriculum. The aspects of Human-computer Interface is examined with emphasis on redesigning text based instruction to effective electronic and multimedia delivery methods. **Prerequisites:** TECH 3520, TECH 3530.

### **ESOL (TPEP)**

(For teacher education students only)

**TPEP 4900 Survey of Teaching English to Speakers of Other Languages - Seminar/3 sem. hrs.** An overview of the required components for the E.S.O.L. Add-On Endorsement, including the Florida Performance Standards and Program Design Matrices which are used to verify the attainment of specified competencies. An elective offered for school district personnel who need to meet specific district requirements.

**TPEP 4901 Methods of Teaching ESOL/3 sem. hrs.** This course will assist participants in identifying and selecting instructional strategies, approaches, and materials for the development of listening, speaking, reading and writing skills in ESOL classrooms. Knowledge of these elements will be demonstrated by development and presentation of lesson plans appropriately based on age, language proficiency, cultural background and learning styles.

**TPEP 4902 ESOL Curriculum and Materials Development/3 sem. hrs.** Participants will learn how to design various models of appropriate ESOL curricula for K-12, to evaluate instructional materials, to select appropriate ESOL content according to levels of proficiency in the language arts and to select and use effective instructional technologies/materials, including computers, VCRs, audio cassettes, etc.

**TPEP 4903 Cross-cultural Studies/3 sem. hrs.** This course will enable students to expand their knowledge of a multiplicity of cultural groups nationwide. This knowledge will allow them to identify culture-specific verbal and nonverbal communications and school behaviors resulting from cultural variations and their influence on student behavior/attitudes. The use of recent research findings and cross-cultural awareness will assist participants in maximizing student learning and in designing culturally-sensitive instructional materials while exhibiting appropriate teacher behaviors in cross-cultural school settings.

**TPEP 4904 Linguistics for ESOL Educators/3 sem. hrs.** This course deals with the basic systematic and subsystematic organization of language, including phonology, morphology, syntax, and possible linguistic interferences in these areas for PEP students from diverse backgrounds. Students will learn how to compare language acquisition of different age groups, to identify principles of contrastive and error analysis, and to identify exceptionalities characteristic of PEP students with special needs.

**TPEP 4905 Testing and Evaluation in ESOL/3 sem. hrs.** Participants will learn to identify suitable ESOL assessment instruments and placement tests for ESOL students. Students will be required to identify available tests and construct necessary ESOL test items in the cultural and language arts areas. The design and interpretation of appropriate testing--proficiency and achievement measures--as well as the interpretation of such assessment, will be stressed. Necessary record keeping of these documents will be discussed.

## **WOMEN'S STUDIES (WMST)**

**WMST 2050 Feminist Thought: Intro. To Women's Studies/3 sem. hrs.** (WMST/HUMN 305) Taking an historical and chronological view, this course will examine contributions to the ever developing body of knowledge of feminist thought. It will also explore gender construction and the problem of gender identity. Formerly WMST/HUMN 305.

**WMST 4900 Special Topics in Women's Studies/3 sem. hrs.** Topics may include advanced readings in feminist thought (primary historical or contemporary readings), in a specific genre (e.g., autobiography), or on a particular issue (e.g., the construction of gender identity in writing by women). This course may be repeated once for credit if content changes. Departmental approval required.

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M.A. Washington  
University  
Ph.D. Rice University

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College  
M.A. Beijing Normal  
University  
Ph.D. University of  
California at Santa Barbara

## ABOUT NOVA SOUTHEASTERN UNIVERSITY

Nova University was chartered by the state of Florida in 1964. Numerous graduate programs offer master's, educational specialist, and doctoral degrees and postgraduate education. The Farquhar Center for Undergraduate Studies offers undergraduate education, and the University School, a demonstration school, serves children from early childhood through high school. In addition, nondegree continuing education and certificate programs are available.

In 1994, Nova University merged with Southeast University of the Health Sciences to become NOVA SOUTHEASTERN UNIVERSITY, adding programs in the health professions (osteopathic medicine, optometry, pharmacy and allied health).

From the beginning, the University has distinguished itself by its innovative outlook, its unique programs that provide both traditional and nontraditional choices in educational programs, and its research in many fields aimed at solving the problems of immediate concern to mankind.

The Nova Southeastern University campus is located on a 227-acre site west of Fort Lauderdale, Florida, at 3301 College Avenue in the town of Davie.

# Nova Southeastern University Degree Offerings

## DOCTORAL AND PROFESSIONAL DEGREES

Doctor of Audiology (Au.D.)

Doctor of Business Administration (D.B.A.) in:

- Accounting
- Business Administration
- Finance
- Health Services
- Human Resource Management
- Information Systems
- International Management
- Marketing

Doctor of Education (Ed.D.) in:

- Adult Education
- Child and Youth Studies
- Computer and Information Technology
- Computer Technology in Education
- Health Care Education
- Higher Education
- Instructional Technology and Distance Education
- Vocational, Technical, Occupational Education

Doctor of International Business Administration (D.I.B.A.) in:

- International Business Administration

Doctor of Medical Dentistry (D.M.D., Fall 1997)

Doctor of Occupational Therapy (D.O.T.)

Doctor of Optometry (O.D.)

Doctor of Osteopathy (D.O.)

Doctor of Pharmacy (Pharm. D.)

Doctor of Philosophy (Ph.D.) in:

- Clinical Psychology
- Computer Information Systems
- Computer Science
- Computer Technology in Education
- Dispute Resolution
- Family Therapy
- Information Science
- Information Systems
- Oceanography

Doctor of Physical Therapy (D.Sc.P.T.)



Doctor of Psychology (Psy.D.) in:  
Clinical Psychology

Doctor of Public Administration (D.P.A.) in:  
Public Administration

Doctor of Speech-Language Pathology (SLP.D.)

Juris Doctor (J.D.) in:  
Law

#### SPECIALIST DEGREES

Educational Specialist (Ed.S.) in:  
Education

#### MASTER'S DEGREES

Master of Accounting (M.Acc.)

Master of Biomedical Sciences (M.B.S.)

Master of Business Administration (M.B.A.)

Master of International Business Administration (M.I.B.A.)

Master of Occupational Therapy (M.O.T.)

Master of Physical Therapy (M.P.T.)

Master of Public Administration (M.P.A.) in:  
Public Administration

Master of Science (M.S.) in:

Applied Addiction Studies

Child and Youth Care Administration

Child Care Administration

Coastal Zone Management

Computer Information Systems

Computer Science Education

Computing Technology in Education

Dispute Resolution

Early Childhood Education Administration

Education

Elder Care Administration

Family Support Studies

Family Therapy

**Master of Science (M.S.) (continued)**

- Health Services Administration
- Human Resource Management
- Instructional Technology and Distance Education
- Management Information Systems
- Marine Biology
- Medical Management
- Mental Health Counseling
- School Guidance and Counseling
- Speech-Language Pathology

**Master of Medical Education (M.Sc.)**

**BACHELOR'S DEGREES**

**Bachelor of Arts (B.A.) in:**  
Liberal Arts

**Bachelor of Science (B.S.) in:**  
Accounting  
Administrative Studies  
Applied Professional Studies  
Business Administration  
Computer Information Systems  
Computer Science  
Early Childhood Education  
Elementary Education  
Exceptional Education  
General Studies  
Hospitality Management  
Legal Assistant  
Legal Studies (prelaw)  
Life Sciences (premedical)  
Medical Management  
Ocean Studies  
Physician Assistant  
Professional Management  
Psychology  
Science and the Business Environment  
Science and the Law  
Secondary Education  
Sports, Recreation and Exercise Studies  
Vision Sciences

The provisions set forth in this document are not to be regarded as an irrevocable contract between the student and Nova Southeastern University. Regulations and requirements, including tuition and fees, are necessarily subject to change without notice at any time at the discretion of the administration. The University further reserves the right to require a student to withdraw at any time, as well as the right to impose probation on any student whose conduct is unsatisfactory. Any admission on the basis of false statements or documents is void upon discovery of the fraud, and the student is not entitled to any credit for work that he or she may have done at the University. Upon dismissal or suspension from the University for cause, there will be no refund of tuition and fees. The balance due Nova Southeastern University will be considered receivable and will be collected.

A transcript of a student's academic record cannot be released until all of his or her accounts, academic and nonacademic, are paid.

Any Nova Southeastern University student has the right to inspect and review his or her educational record. The policy of the University is *not* to disclose personally identifiable information contained in a student's educational record without prior written consent from the student, except to University officials, to officials of another school in which the student seeks enrollment, to authorized representatives of federal or state agencies, to accrediting organizations, to parents of dependent students under judicial order, to parties in a health or safety emergency, or when verifying graduation with a particular degree.

A student also has the right to petition Nova Southeastern University to amend or correct any part of his or her educational record that he or she believes to be inaccurate, misleading, or in violation of the privacy or other rights of students. If the University decides it will not amend or correct a student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

If these rights are violated, a student may file a complaint with the Department of Education. A student may obtain a copy of the Educational Privacy Act policy by requesting it in writing from the Office of the University Registrar, Nova Southeastern University, Horvitz Administration Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. A schedule of fees and a listing of types and locations of educational records are contained in this policy.

Nova Southeastern University does not discriminate on the basis of handicap, sex, race, religion, or national or ethnic origin in admission, access, or employment for any of its programs and activities. The University registrar and director of human resources have been designated as student and employee coordinators, respectively, to assure compliance with the provisions of applicable laws and regulations relative to nondiscrimination.

Nova Southeastern University programs are approved for the training of veterans and other eligible persons by the Bureau of State Approval for Veterans' Training, Florida Department of Veterans' Affairs. Eligible veterans and veterans' dependents should contact the Office of the University Registrar, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796, telephone (954) 452-7241.

The school is authorized under federal law to enroll nonimmigrant alien students.

The Nova Southeastern University general policies on student relations are on file in the Office of the University Registrar.

# THE CODE OF STUDENT CONDUCT AND ACADEMIC RESPONSIBILITY

**Purpose:** This code seeks to promote high standards of academic integrity by setting forth the responsibilities of students as members of the University community. Abiding by the code ensures a climate wherein all members of the University community can exercise their rights of membership.

## I. NOVA SOUTHEASTERN UNIVERSITY STATEMENT OF ACADEMIC RIGHTS AND RESPONSIBILITIES

Nova Southeastern University, as a community of women and men, is committed to furthering scholarship, academic pursuits, and service to society. As an institution, its purpose is to assure all students an equal opportunity to fulfill their intellectual potential through pursuit of the highest standards of academic excellence.

Certain rights and obligations flow from membership in any academic community committed to such goals:

- The rights of personal and intellectual freedom, which are fundamental to the idea of a university;
- A scrupulous respect for the equal rights and dignity of others; and
- Dedication to the scholarly and educational purposes of the University and participation in promoting and assuring the academic quality and credibility of the institution.

Students are responsible for obtaining, learning and observing the established University and center policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution as well as those of Broward County and the state of Florida. All members of the community should inform the appropriate official of any violation of conduct regulations.

### A. Academic Standards

The University expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The academic honesty standards include:

1. **Original Work.** Assignments such as course preparations, exams, texts, projects, term papers, practicums, etc. must be the original work of the student. Original work may include the thoughts and words of another author, but if that is the case, those ideas or words must be indicated in a manner consistent with a University-recognized form and style manual.

Work is not original that has been submitted previously by the author or by anyone else for academic credit. Work is not original that has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used prior to or during the course of the examination.

2. **Referencing the Works of Another Author.** All academic work submitted for credit or as partial fulfillment of course requirements must adhere to each center's specific accepted reference manuals and rules of documentation. Standards

of scholarship require that proper acknowledgment be given by the writer when the thoughts and words of another author are used. Students must acquire a style manual approved by their Center and become familiar with accepted scholarly and editorial practice in their Program. Students' work must comport with the adopted citation manual for their particular Center.

At Nova Southeastern University, it is plagiarism to represent another person's work, words or ideas as one's own without use of a center-recognized method of citation. Deviating from Center standards I(A)(1) or I(A)(2) are considered plagiarism at Nova Southeastern University.

3. **Tendering of Information.** All academic work must be the original work of the student. Giving or allowing one's work to be copied, giving out exam questions or answers, or releasing or selling term papers is prohibited.
4. **Acts Prohibited.** Students should avoid any impropriety, or the appearance thereof, in taking examinations or completing work in pursuance of their educational goals. Violations of academic responsibility include, but are not limited to:
  - a. Plagiarism
  - b. Any form of cheating
  - c. Conspiracy to commit academic dishonesty
  - d. Misrepresentation
  - e. Bribery in an attempt to gain an academic advantage
  - f. Forging or altering documents or credentials
  - g. Knowingly furnishing false information to the institution.
5. **Additional Matters of Ethical Concern.** Where circumstances are such as to place students in positions of power over University personnel, inside or outside the institution, students should avoid any reasonable suspicion that they have used that power for personal benefit or in a capricious manner.

## **B. Conduct Standards**

1. Students should not interfere with the rights, safety or health of members of the University community nor interfere with other students' right to learn. Students are expected to abide by all University, Center, and Program rules and regulations and all local, state, and federal laws. Violations of conduct standards include, but are not limited to:
  - a. Theft
  - b. Vandalism
  - c. Disruptive behavior
  - d. Possession or use of firearms, fireworks, explosives, or other dangerous substances or items
  - e. Possession, transfer, sale, or use of illicit drugs
  - f. Appearance in class or on campus under the apparent influence of alcohol or illicit drugs or chemicals
  - g. Violations of housing regulations
  - h. Any act of conspiracy to commit an act which is harassing or abusive or which invades an individual's right to privacy, including, but not limited to, sexual harassment and abuse against members of a particular racial, ethnic, religious, or cultural group
  - i. Threats of actual damage to property or physical harm to others
  - j. Nova Southeastern University prohibits any activity that may be construed as hazing ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or

- affiliation with any organization operating under the sanction of a university);
- k. Failure to make timely payment of tuition and fees.
2. Students must have authorization from the University to have access to University documents, data, programs, and other types of information and information systems. Any use of the above without authorization is prohibited.

### C. Supplementary Standards

Students are expected to comply with the legal and ethical standards of this institution and those of their chosen field of study, including the code of ethics for computer usage. The University and each Center or Program may prescribe additional standards for student conduct as would comport with the letter and spirit of this code.

### D. Violations

Any violation(s) of any of the academic standards, conduct standards or supplemental standards may result in a complaint being filed against a student to enforce the Code of Student Conduct and Academic Responsibility. Deans or directors may, in their discretion, immediately suspend students pending a hearing on charges of academic conduct or supplemental standard violations. Any student found guilty of a violation of the academic, conduct, or supplemental standards will be subject to disciplinary action, including expulsion from the University.

## STUDENT CODE OF COMPUTER ETHICS

Nova Southeastern University provides computer systems with access to hardware, software, and networks to enhance academic experience. The University's computer systems are vital to the University's programs of instruction, research and administration. Nova Southeastern University's "computer systems" refer to all computers owned or operated by the University and include hardware, software, data, and communication networks associated with these systems. In particular, "computer systems" refer to systems ranging from multi-user time-sharing systems to single-user terminals and personal computers, whether free-standing or connected to a network.

Ethical conduct by students in the use of this technology is the same as in all other areas of University life and it is of equal importance. All students are expected to abide by the Nova Southeastern University Code of Student Conduct and Academic Responsibility. Students as part of their academic preparation toward specific professional career goals must be aware of and abide by the professional code of ethics associated with that chosen profession. Therefore, student technology users must apply standards of normal academic and professional ethics and considerate conduct to their use of the University's computing systems and resources, including respect of other users' rights to privacy.

The student user must be aware of the legal and moral responsibility for ethical conduct in the use of technology. Student users of Nova Southeastern University's computer systems are subject to all applicable federal, state and international computer laws. A copy of the Florida Computer Crimes Act and referenced Florida State Statutes may be examined on line or in a student's academic program office.

In addition, a student accessing any of Nova Southeastern University computer systems, whether a multi-user time-sharing system or a single-user terminal or personal computer, must:

- Have proper authorization for use or attempted use of accounts within the Nova Southeastern University computer systems
- Limit the use of Nova Southeastern University computer systems to academic activities as defined by the student's academic program office
- Refrain from attempting to tamper with or obstruct the operation of Nova

Southeastern University's computer systems

- Be aware that accessing or using another person's computer account without that person's permission is illegal and unethical
- Refrain from any attempt to use Nova Southeastern University's computer systems as a means for the unauthorized access to computer systems outside the University's systems
- Be aware that the use of invasive software, such as worms and viruses destructive to hardware, software or data files is illegal and unethical
- Be aware that using Nova Southeastern University's computer systems to act or behave in a rude, obscene or harassing manner will be dealt with by appropriate University policy, procedures and agents
- Use only legally obtained or licensed data or software in accordance with its license or purchase agreement
- Be in compliance with federal copyright laws and the Nova Southeastern University Copyright Code.

As with all matters of law and ethics, ignorance of the rules does not excuse violations. Inappropriate conduct and violations will be dealt with under the guidelines of the Nova Southeastern University Code of Student Conduct and Academic Responsibility as defined and determined by the Office of the Academic Vice-President and the Office of the Dean of a student's academic program.

## **NOVA SOUTHEASTERN UNIVERSITY DRUG-FREE POLICY STATEMENT**

In order to comply with the Drug-Free Schools and Communities Act (Pub. L. No. 101-226, Title 34 C.F.R., part 86), Nova Southeastern University has adopted the following policy for all workplace, school, campus, and field-based programs.

The unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs\* and the abuse of alcohol are prohibited in and on Nova Southeastern University owned or controlled property and as a part of any of its activities. No Nova Southeastern University employee or student is to report to work or school while under the influence of illicit drugs or alcohol.

There are serious health risks associated with the abuse of drugs and alcohol. If you, a fellow student, teacher, or co-worker has a problem with abuse of drugs and/or alcohol, help can be provided at the following locations:

### **On Campus:**

Nova Southeastern University Student Counseling Service  
Mailman Building  
(954) 475-7552

Nova Southeastern University Community Mental Health  
Davie (954) 475-7070  
Lauderhill (954) 486-3663  
Coral Springs (954) 753-7020

### **Community:**

Florida Department of Education  
Educational Prevention Center  
Knott Building  
Tallahassee, FL 32399  
(904) 488-6304

Department of Health and Rehabilitative Services  
Alcohol and Drug Abuse Program  
1317 Winewood Boulevard  
Tallahassee, FL 32399  
(904) 488-0900

When you use or deal in drugs, you also risk incarceration and/or fines. In addition to federal sanctions, Florida state statutes provide sanctions in regard to the use, possession and/or sale of illicit drugs and the abuse of alcohol. Punishment varies dependent upon the amount and type of drug and/or alcohol involved. Felony convictions range from one year to life imprisonment. Possession of not less than 20 grams of cannabis is punishable as a misdemeanor of the first degree. Punishment for a misdemeanor ranges from less than 60 days to one year imprisonment.

Under §893.13, Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance. Violation of this statute is a felony, and is punishable under Chapter 775 of the Florida Statutes.

Under §893.13(1) (e), Florida Statutes: It is unlawful for any person to sell, purchase, manufacture, deliver, or to possess with the intent to sell, purchase, manufacture, or deliver a controlled substance in, on, or within 1,000 feet of a public or private elementary, middle, or secondary school. Punishment for a violation of this statute may include a minimum three-year imprisonment.

\* The term "illicit drugs" refers to all illegal drugs and to legal drugs obtained or used without a physician's order. It does not prohibit the use of prescribed medication under the direction of a physician.



Under §316.1936, Florida Statutes: It is unlawful for any person to possess an open container of alcoholic beverage while operating a vehicle in the state, or while a passenger in or on a vehicle being operated in the state. Violation of this law will result in a noncriminal moving traffic violation, punishable as provided in Chapter 318 of the Florida Statutes, with fines and points on a driving record leading to driver's license suspension.

Under §316.193, Florida Statutes: A person is guilty of driving under the influence if such a person is driving or in actual physical control of a vehicle within the state and the person is under the influence of alcoholic beverages or any controlled substance when affected to the extent that his or her normal faculties are impaired or the person has a blood alcohol level of .10 percent or higher. First conviction on such a DUI charge shall result in a fine of not less than \$250 or more than \$500 and imprisonment not more than six months. Second conviction results in a fine of not less than \$500 or more than \$1,000 and not more than nine months, imprisonment. Third conviction will result in not less than a \$1,000 fine or more than a \$2,500 fine and imprisonment for not more than 12 months.

By applying for a driver's license and accepting and using a driver's license, a person holding the driver's license is deemed to have expressed his or her consent to submit to breath, blood, and urine tests for alcohol, chemical substances, or controlled substances.

Nova Southeastern University requires that an employee notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such conviction. In order to comply with federal law, Nova Southeastern University must notify any federal contracting agency within ten (10) days of having received notice that an employee engaged in the performance of a federal contract or grant has had a criminal drug statute conviction for a violation occurring in the work place. Any criminal drug convictions in the work place must be reported by the employee to his or her University supervisor or department head within five (5) days of the date of such conviction. The University will discipline any employee who is so convicted or require the employee's satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program within thirty (30) days of notice of such conviction.

Any Nova Southeastern University employee or student determined to have violated this policy shall be subject to referral for prosecution by the appropriate authorities. Other sanctions include: evaluation/treatment for drug use disorder, which may include mandatory completion of a drug/alcohol abuse rehabilitation program, expulsion, and/or termination.

All Nova Southeastern University faculty and staff members will, as a condition of their employment, abide by the terms of this policy. All Nova Southeastern University students will, as a condition of their enrollment, abide by the terms of this policy.

# Controlled Substances – Uses & Effects

DRUGS' CSA SCHEDULES		TRADE OR OTHER NAMES		MEDICAL USES		DEPENDENCE		TOLER- ANCE		DURATION (hours)		POSSIBLE EFFECTS		EFFECTS OF OVERDOSE		WITHDRAWAL SYNDROME	
						Physical		Psychological									
<b>NARCOTICS</b>																	
Opium	I, II, III, IV	Dover's Powder; Paregoric; Paracetamol	High	High	Analgasic, antidiarrhal	High	Yes	3-6	Oral, smoked	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Morphine	I, II, III, IV	Morphine, MS-Contin, Roxanol, Roxanol SR	High	High	Analgasic, antitussive	High	Yes	3-6	Oral, injected	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Codaine	I, II, III, IV	Tylenol with Codeine, Robitussin AC, Empirin with Codeine, Formal with Codeine	Moderate	Moderate	Analgasic, antitussive	Moderate	Yes	3-6	Oral, injected	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Heroin	I	Diaceylmorphine, Horse, Smack	High	High	None	High	Yes	3-6	Injected, smoked	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Hydromorphone	II	Dilaudid	High	High	Analgasic	High	Yes	3-6	Oral, injected	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Meprobamate (Pethidine)	II	Demerol, Mepergan	High	High	Analgasic	High	Yes	3-6	Oral, injected	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Methadone	II	Dolophine, Methadone, Methadose	High	High	Analgasic	High	Yes	12-24	Oral, injected	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
Other Narcotics	I, II, III, IV	Numbaphen, Percodan, Percocet, Tylox, Tusisnex, Fentanyl, Duron, Luminal, Savon	High-Low	High-Low	Analgasic, antidiarrhal, antitussive	High-Low	Yes	Variable	Oral, injected	Euphoria, drowsiness, dry mouth, constipation, pupil dilation	Slow and shallow breathing, drowsiness, dry mouth, constipation, death	Watery eyes, yawning, loss of appetite, irritability, cramps, nausea, sweating					
<b>DEPRESSANTS</b>																	
Chloral Hydrate	IV	Nocox	Moderate	Moderate	Hypnotic	Moderate	Yes	5-8	Oral	Slurred speech, drowsiness, dry mouth, constipation, pupil dilation	Shallow respiration, drowsiness, dry mouth, constipation, death	Anxiety, insomnia, hyperactivity, possible death					
Barbiturates	I, II, III, IV	Amytal, Nembutal, Formal, Luquasol, Tuinal, Second, Butisol, Phenobarbital	High-Mod	High-Mod	Anesthetic, anticonvulsant, sedative, hypnotic, veterinary euthanasia agent	High-Mod	Yes	1-16	Oral	Slurred speech, drowsiness, dry mouth, constipation, pupil dilation	Shallow respiration, drowsiness, dry mouth, constipation, death	Anxiety, insomnia, hyperactivity, possible death					
Benzodiazepines	IV	Alivan, Quam, Librium, Restoril, Diazepam, Xanax, Serenax, Valium, Tranex, Versed, Valium, Valium	Low	Low	Anxiolytic, anticonvulsant, sedative, hypnotic	Low	Yes	4-8	Oral	Slurred speech, drowsiness, dry mouth, constipation, pupil dilation	Shallow respiration, drowsiness, dry mouth, constipation, death	Anxiety, insomnia, hyperactivity, possible death					
Meprobamate	I	Quaalude	High	High	Sedative, hypnotic	High	Yes	4-8	Oral	Slurred speech, drowsiness, dry mouth, constipation, pupil dilation	Shallow respiration, drowsiness, dry mouth, constipation, death	Anxiety, insomnia, hyperactivity, possible death					
Guaifenesin	III	Dorflex	Moderate	Moderate	Sedative, hypnotic	Moderate	Yes	4-8	Oral	Slurred speech, drowsiness, dry mouth, constipation, pupil dilation	Shallow respiration, drowsiness, dry mouth, constipation, death	Anxiety, insomnia, hyperactivity, possible death					
Other Depressants	I, II, III, IV	Equanil, Miltown, Nolidax, Placidyl, Valmid	Moderate	Moderate	Anxiolytic, sedative, hypnotic	Moderate	Yes	4-8	Oral	Slurred speech, drowsiness, dry mouth, constipation, pupil dilation	Shallow respiration, drowsiness, dry mouth, constipation, death	Anxiety, insomnia, hyperactivity, possible death					
<b>STIMULANTS</b>																	
Cocaine <sup>1</sup>	II	Doe, Flake, Snow, Crack	Possible	High	Local anesthetic	Possible	Yes	1-2	Smoked, injected	Increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Agitation, long-term body temperature, hallucinations, possible death	Agitation, long-term body temperature, hallucinations, possible death					
Amphetamines	II	Biphetamine, Dexedrine, Dextroamphetamine, Dextroamphetamine, Dextroamphetamine	Possible	High	Attention deficit disorders, narcolepsy, weight control	Possible	Yes	2-4	Oral, injected	Increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Agitation, long-term body temperature, hallucinations, possible death	Agitation, long-term body temperature, hallucinations, possible death					
Phenmetrazine	II	Pseudo	Possible	High	Weight control	Possible	Yes	2-4	Oral, injected	Increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Agitation, long-term body temperature, hallucinations, possible death	Agitation, long-term body temperature, hallucinations, possible death					
Methylphenidate	II	Ritalin	Possible	Moderate	Attention deficit disorders, narcolepsy	Possible	Yes	2-4	Oral, injected	Increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Agitation, long-term body temperature, hallucinations, possible death	Agitation, long-term body temperature, hallucinations, possible death					
Other Stimulants	I, II, III, IV	Adex, Dynt, Dixer, Ionamin, Meflat, Plegine, Serenex, Tenuate, Tenuate, Tenuate	Possible	High	Weight control	Possible	Yes	2-4	Oral, injected	Increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Agitation, long-term body temperature, hallucinations, possible death	Agitation, long-term body temperature, hallucinations, possible death					
<b>HALLUCINOGENS</b>																	
LSD	I	Acid, Microdot	None	Unknown	None	None	Yes	8-12	Oral	Illusions and hallucinations, increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Longer, more intense "trip", possible death	Withdrawal symptoms not reported					
Mescaline and Psycybin	I	Mesc. Buttons, Cactus	None	Unknown	None	None	Yes	8-12	Oral, injected	Illusions and hallucinations, increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Longer, more intense "trip", possible death	Withdrawal symptoms not reported					
Amphetamine	I	2,5-DMA, FMA, STP, NDA, MDMA, TMA, DOM, DOB	Unknown	Unknown	None	Unknown	Yes	Variable	Oral, injected	Illusions and hallucinations, increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Longer, more intense "trip", possible death	Withdrawal symptoms not reported					
Phenocyclidine	II	PCP, Angel Dust, Hog	Unknown	High	None	Unknown	Yes	Days	Smoked, oral, injected	Illusions and hallucinations, increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Longer, more intense "trip", possible death	Withdrawal symptoms not reported					
Phenocyclidine Analogues	I	PCP, PCP, TGP	Unknown	High	None	Unknown	Yes	Days	Smoked, oral, injected	Illusions and hallucinations, increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Longer, more intense "trip", possible death	Withdrawal symptoms not reported					
Other Hallucinogens	I	Budisterone, longamine, DMF, DET, Psilocybin, Psilocybin	None	Unknown	None	None	Possible	Variable	Smoked, oral, injected, snuffed	Illusions and hallucinations, increased heart rate, blood pressure, appetite, euphoria, hyperactivity, possible death	Longer, more intense "trip", possible death	Withdrawal symptoms not reported					
<b>CANNABIS</b>																	
Marijuana	I	Big Apple, Gold, Grass, Reeder, Sensimilla, The Stick	Unknown	Moderate	None	Unknown	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, possible psychosis	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and occasionally reported					
Tetrahydrocannabinol	I, II	THC, Marinol	Unknown	Moderate	Cancer chemotherapy antinauseant	Unknown	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, possible psychosis	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and occasionally reported					
Hashish	I	Hash	Unknown	Moderate	None	Unknown	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, possible psychosis	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and occasionally reported					
Hashish Oil	I	Hash Oil	Unknown	Moderate	None	Unknown	Yes	2-4	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, possible psychosis	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity and occasionally reported					

<sup>1</sup>Not designated a narcotic under the CSA

## Federal Trafficking Penalties

PENALTY			PENALTY						
CSA	2nd Offense	1st Offense	Quantity	DRUG	Quantity	1st Offense	2nd Offense		
I	Not less than 10 years. Not more than life.	Not less than 5 years. Not more than 40 years.	10-99 gm or 100-999 gm mixture	METHAMPHETAMINE	100 gm or more or 1 kg <sup>1</sup> or more mixture	Not less than 10 years. Not more than life.	Not less than 20 years. Not more than life.		
			100-999 gm mixture	HEROIN	1 kg or more mixture				
			500-4,999 gm mixture	COCAINE	5 kg or more mixture				
			5-49 gm mixture	COCAINE BASE	50 gm or more mixture				
and	Fine of not more than \$4 million individual, \$10 million other than individual.	Fine of not more than \$2 million individual, \$5 million other than individual.	10-99 gm or 100-999 gm mixture	PCP	100 gm or more or 1 kg or more mixture	If death or serious injury, not less than 20 years. Not more than life.	If death or serious injury, not less than life.		
II			1-10 gm mixture	LSD	10 gm or more mixture				
			40-399 gm mixture	FENTANYL	400 gm or more mixture				
			10-99 gm mixture	FENTANYL ANALOGUE	100 gm or more mixture				

Drug	Quantity	First Offense		Second Offense
		First Offense		Second Offense
Others <sup>2</sup>	Any	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million not individual.		Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million not individual.
III	All	Any	Not more than 5 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 10 years. Fine not more than \$500,000 individual, \$2 million not individual.
IV	All	Any	Not more than 3 years. Fine not more than \$250,000 individual, \$1 million not individual.	Not more than 6 years. Fine not more than \$500,000 individual, \$2 million not individual.
V	All	Any	Not more than 1 year. Fine not more than \$100,000 individual, \$250,000 not individual.	Not more than 2 years. Fine not more than \$200,000 individual, \$500,000 not individual.

<sup>1</sup> Law as originally enacted states 100 gm. Congress requested to make technical correction to 1 kg.

<sup>2</sup> Does not include marijuana, hashish, or hash oil.

## Federal Trafficking Penalties – Marijuana

Quantity	Description	First Offense	Second Offense
1,000 kg or more; or 1,000 or more plants	<b>Marijuana</b> Mixture containing detectable quantity	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, not less than life. Fine not more than \$8 million individual, \$20 million other than individual.
100 kg to 1,000 kg; or 100-999 plants	<b>Marijuana</b> Mixture containing detectable quantity	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, not less than life. Fine not more than \$4 million individual, \$10 million other than individual.
50 to 100 kg	<b>Marijuana</b>	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	Not more than 30 years. If death or serious injury, life. Fine \$2 million individual, \$10 million other than individual.
10 to 100 kg	<b>Hashish</b>		
1 to 100 kg	<b>Hashish Oil</b>		
50-99 plants	<b>Marijuana</b>		
Less than 50 kg	<b>Marijuana</b>	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.
Less than 10 kg	<b>Hashish</b>		
Less than 1 kg	<b>Hashish Oil</b>		

## **SMOKING AND NONSMOKING**

Smoking is prohibited in any Nova Southeastern University facility where, regardless of physical separation, nonsmokers share a ventilation system with smokers.

This policy does not apply to living quarters (dormitories) which are subject to a separate smoking policy. Nor does this policy in any way supersede the Florida Clean Indoor Air Act.

## **ALCOHOL AND OTHER DRUGS**

Nova Southeastern University, as an institution of higher education, is dedicated to the well-being of all members of the University community — students, faculty, staff, and administrators. Concerned with the misuse of alcohol and other drugs (both licit and illicit), it is the policy of the University to endeavor to prevent substance abuse through programs of education and prevention.

The University recognizes alcoholism and drug abuse as illnesses or treatable disorders, and it is the University's policy to work with members of the University community to provide channels of education and assistance. However, it is the individual's responsibility to seek help. The University also recognizes that the possession and/or use of certain substances is illegal, and the University is obligated to comply with local, state, and federal laws.

1. While on campus or engaged in any University related activity, members of the University community must be in a fit condition to perform appropriately. Being under the influence of alcohol and/or drugs is prohibited and may subject the individual to disciplinary action including the possibility of dismissal.
2. Employees will be evaluated only on their work performance. If alcohol consumption or the use of any other drug affects an employee's performance, assistance is available. However, if an employee's performance continues to deteriorate, the University will discipline the employee based on his or her job performance. Poor job performance will lead to discharge.
3. Professional assistance for substance abuse is given on a confidential, professional, and voluntary basis. The purpose of this assistance is to help the individual member of the University community, who has a substance abuse problem, lead a productive work and/or academic life free of the substance abuse.
4. Members of the University community who engage in any illegal activity involving alcohol or other drugs are subject to dismissal.

## **SUBSTANCE ABUSE AWARENESS, EDUCATION, AND PREVENTION**

Nova Southeastern University's activities in substance abuse awareness, education, and prevention exist to encourage members of the University community to avoid the use of illicit drugs, to use alcohol and other licit drugs in a responsible manner, and to avert the need for direct intervention. The specific goals of the program are the following:

- To educate all members of the community that the use and possession of certain substances are illegal and may result in adverse consequences
- To inform members of the University community concerning the physical and psychological effects of alcohol and other drugs and to develop an awareness of potential problems that can result from the use of these substances
- To support those who choose not to drink alcohol or to use other drugs
- To teach those who choose to drink alcohol to do so responsibly
- To help those who abuse alcohol or other drugs.

In order to achieve these goals, the University operates and/or engages in the following programs and activities:

1. **Alcohol and Drug Resource Center.** The Resource Center is directed by an existing staff member. Additional staff consists of student employees, practicum students, and/or student volunteers. The center has the primary responsibility for the University's prevention and education programs. It coordinates the various activities and serves as a clearinghouse for alcohol and drug information. Each academic center designates a contact person who works with the Resource Center staff to disseminate information within their centers.
2. **Advisory Committee.** There is a group of administrators, faculty, and student leaders who are appointed by the vice president for academic affairs to serve as advisers and resource persons. The committee is chaired by the director of the Alcohol and Drug Resource Center. The group meets monthly to discuss and develop program plans and activities.
3. **Alcohol and Drug Awareness Activities.** Under the direction of the Resource Center, there are regular and ongoing activities designed to disseminate information about alcohol and drug use. The audience of the information is all students, employees, and faculty of the University, both on and off campus. The awareness activities can include posters, media campaigns, films, exhibits, and literature. The University supports the National Alcohol Awareness Week and schedules activities at that time to promote awareness on campus.
4. **Student Organizations.** The student governments are encouraged to establish chapters of organizations such as BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) and SADD (Students Against Drunk Driving).
5. **Alcohol and Drug Workshops.** Workshops are provided for student leaders and for employees as part of the University's staff development program. These workshops provide the opportunity for the participants to discuss the information they receive. Student leaders are required to complete such workshops before they can plan parties which involve drinking.
6. **Academic Courses.** Several academic centers have put identifiable units on alcohol and drugs into appropriate existing courses. Additionally, several academic centers have established elective courses in substance abuse and/or recommend students to take such courses in other centers. Assistance is available to the academic centers from the Alcohol and Drug Abuse Resource Center to ensure the substance abuse content of courses are consistent with University's policies.
7. **Orientation.** Academic centers include information on drugs and alcohol in the orientation sessions and materials for new students. The orientation provides a general orientation to the problems of substance abuse and includes a statement of the University's policy on drugs and alcohol. The information is presented in a positive manner. The Resource Center works with the academic centers to prepare the materials presented.

## COMMUNICABLE DISEASES POLICY GUIDELINES

It is the intent of the University to protect students and employees from exposure to communicable diseases which pose reasonable risk of harm to members of the University community. It is also the intent of the University to protect the rights of those infected with a communicable disease pursuant to the sick leave policy of the University. Employees and students of the University who do become infected with a communicable disease are subject to the guidelines listed below.

All employees diagnosed with any communicable disease will receive the same benefits and privileges extended to any employee under the sick leave policy, and shall be afforded confidentiality for all related issues.

The University will be flexible in its response to incidents of communicable disease, evaluating each occurrence in light of this policy and current available medical information.

### GUIDELINES

1. For the purpose of this policy, the term "employee" shall include all persons employed by the University, either full-time or part-time, including adjuncts and off-site coordinators, but shall not include the following persons:

- a. Members of the Board of Trustees
- b. Guest lecturers
- c. Vendors

The term "student" shall include all persons enrolled at the University, either part-time or full-time, from preschool through graduate studies.

The term "infected person" shall include students and employees who have been medically diagnosed as infected with a communicable disease.

In the event that any employee, administrator, or student has a concern about the potential for the spread of a communicable disease within the University community, those concerns should be brought to the assistant director of human resources for review consistent with the current available information on the spread of the particular communicable disease. After review and evaluation of the concerns, if there appears to be a reasonable likelihood of the spread of the disease within the University community by an infected person, the assistant director of human resources will, after notification of the issues presented to the University president, contact the Broward Health Department for recommendations of appropriate action consistent with state law.

The University will make available to its employees and students information about the transmissibility of communicable diseases and precautions which can be taken to prevent the spread of various communicable diseases.

2. An infected person can continue to work and study so long as he or she is able to continue to perform his or her regular responsibilities satisfactorily, and so long as the best available medical evidence indicates that his or her continual status does not present a health or safety threat to themselves or others. Infected employees with diseases which threaten the safety of others are eligible for the same leave of absence provisions of current University policy for sick or annual leave.
3. An infected person returning to work or school after a leave of absence for reasons related to a communicable disease must provide a statement from his or her treating physician indicating their current medical status. An employee shall submit the physician's statement to the director of human resources or a delegated representative. Students shall submit their statement to their program dean.
4. Within reason, the University shall make accommodations to the infected persons, whenever possible, to ensure continuity in employment or in the classroom. Such measures may include, subject to administrative limitations, job reassignment or class reassignment to place the infected person in a less demanding position.
5. No infected person (employee or student) may be dismissed from the University solely on the basis of a diagnosis of an infection of a contagious disease. A decision to dismiss or discharge will only be made after reasonable accommodation has been attempted and an examination of facts demonstrate that

the infected person can no longer perform as required or poses a reasonable threat to the health and safety of those around him or her.

6. Disciplinary measures are available to the University when any employee fails or refuses to work at his or her assigned job with an infected person who has not been deemed to pose a present health or safety threat to self or to others. Student disciplinary measures shall range from counseling to expulsion.
7. As with any medical condition, employees must not disclose information regarding another employee or student to anyone except those employees with a medical or administrative need to know. The University shall take every precaution to ensure that confidentiality is maintained. Breach of such confidentiality by any employee shall result in disciplinary action.

## POLICY ON SEXUAL HARASSMENT

It is the intent of the University to protect all employees and students from sexual harassment. Sexual harassment is a violation of Title VII. Sexual harassment undermines the integrity of the employment and academic environment, debilitates morale, and interferes with the effectiveness of employees and students. In accordance with Equal Employment Opportunity Commission-promulgated guidelines, unwelcome sexual advances, unwanted request for favors of a sexual nature, and any other verbal or physical conduct of a sexual nature are considered sexual harassment if:

- (a) Explicit or implicit submission to sexual overtures is made a term or condition of employment
  - (b) Employment decisions are made on the basis of whether submission to or rejection of sexual overtures occurred
  - (c) An individual's work performance is unreasonably interfered with by a sexually intimidating, hostile, or offensive atmosphere.
- A. At Nova Southeastern University, sexual harassment of or by employees includes:
1. Unwelcome or unwanted sexual advances. This includes unwelcome physical contact or sexual advances considered unacceptable by another individual.
  2. Requests or demands for sexual favors. This includes subtle or blatant pressures or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment status.
  3. Verbal abuse that is sex-oriented or considered unacceptable by another individual, as well as sexually derogatory comments. This includes commenting about an individual's body or appearance when such comments go beyond mere courtesy; telling jokes that are clearly unwanted and considered offensive by others; or other tasteless sexually-oriented comments or innuendoes or actions that offend others.
  4. Engaging in any type of sexually-oriented conduct that would unreasonably interfere with another's work performance. This includes extending unwanted sexual attention to someone that reduces personal productivity or time available to work at assigned tasks.
  5. Creating a work environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually-oriented conversations, suggestions, requests, demands, physical contacts or attentions.

Nova Southeastern University will not tolerate sexual harassment. Sexual harassment is an insidious practice. It demeans individuals being treated in such manner, and creates unacceptable stress for the entire organization. Persons harassing others will be dealt with swiftly and vigorously.

Normal, noncoercive interaction that is acceptable to both parties is not considered to be sexual harassment.

All allegations of sexual harassment of or by an employee, client, or vendor will be promptly and thoroughly investigated by the Human Resources Department and should be reported promptly to the director of human resources.

B. At Nova Southeastern University, sexual harassment by employees of students is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made to appear to be a term or condition of enrollment, attendance, or participation in a class
2. Submission to or rejection of such conduct affects academic decisions
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance or creating an intimidating, hostile, or offensive academic environment
4. Unwelcome patting, pinching, or touching
5. Offensive or demeaning sexual remarks, jokes or gestures.

Students aggrieved by a violation of this policy may file a grievance under their center's grievance procedure.

Any employee who violates any portion of this policy shall be subject to disciplinary action.

At Nova Southeastern University, romantic and sexual relationships between a faculty member and a student are subject to the prohibition against sexual harassment.

Romantic or sexual relationships between a faculty member and a student then enrolled in the faculty member's class (including supervised student activities for which academic credit is given) may appear to be coercive and are discouraged. Even when no coercion is present, such relationships create the appearance of impropriety and favoritism which can impair the academic experience of all students in that class. It is, therefore, improper conduct for a faculty member to engage in a romantic or sexual relationship with a student then enrolled in the faculty member's class.

## REFUND POLICY

Students have three working days from the date of signing an enrollment contract or financial agreement with the University to cancel the contract and receive a full refund of any tuition and registration fees paid.<sup>1</sup> Further a student shall receive a full refund of tuition and registration fees paid by the student prior to the commencement of instruction if the student submits a written request to the institution within three working days of the payment. Refund schedules for tuition and fees after the commencement of instruction may be found in the appropriate center or program catalog.

## PRIVACY OF RECORDS

Nova Southeastern University maintains a system of records that includes application forms, letters of recommendation, admission test scores, and transcripts of students' previous academic records and performance while in residence. These records are available for review by present and former students upon written request to the registrar's office. However, the registrar will not release transcripts of students' academic records until all their accounts, both academic and nonacademic, have been paid.

The law limits access by and disclosure to a third party. Such access is given only upon consent of the student or if required by law, except for the following information, which may be released as directory information: (a) student's name; (b) dates of attendance; (c) degree and awards received. Requests for such information must be submitted in writing to the registrar. The University reserves the right to refuse the above information if the reason for the request is not considered to be a sufficient need to know.

Any student or parent not wishing to have this information disclosed should notify the Office of the University Registrar in writing prior to September of the relevant school year.

A person does not have the right of access to educational records until he or she has been admitted to and has actually begun attending Nova Southeastern University. There is no prohibition from disclosing such information to the parents of students who are listed on their parents' federal income tax forms.



Parents or eligible students will be provided a hearing by the University if they wish to challenge the content of the record. If they are still not satisfied, the parents or eligible students may add explanatory or rebuttal matter to the record.

If the students or parents are denied access to a hearing or if the records are alleged to have been illegally disclosed to a third party, the students or parents may file a complaint with the U.S. Department of Education.

The Nova Southeastern University general policies on student relations are on file in the Office of the University Registrar.

## **RESERVATION OF POWER**

Nova Southeastern University reserves the right to amend, modify, add to, or delete its rules, regulations, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration. Any such amendment, modification, addition or deletion shall not be considered a violation of the relationship between the University and the student. Such right includes modification to academic requirements, curriculum, tuition, and/or fees when in the judgment of the administration such changes are required in the exercise of its educational responsibility.

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